



Pendle
Education Trust

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**WELFARE
ASSISTANT
APPLICATION
PACK**

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www.pendleeducationtrust.co.uk



Pendle
Education Trust

INTRODUCTION

WHY WORK FOR PENDLE EDUCATION TRUST

This is an exciting time to join Pendle Education Trust. We are developing and always improving the academies within our family to ensure the highest standard of education for our children.

Pendle Education Trust is a family of academies in East Lancashire educating over two thousand children. The Trust is sponsored by Nelson and Colne College. Established in 2013, Pendle Education Trust continues to grow, welcoming new schools to our family. Currently we have five Academies within our family, and we are looking forward to welcoming new additions over the coming months and years:

Castercliff Primary Academy

Casterton Primary Academy

Colne Primet Academy

Pendle Primary Academy

West Craven High School

Our focus is exceptional leadership and meeting the needs of local families and the community. Through close collaboration with local partners and schools, we strive to deliver an excellent education for children in Pendle and surrounding districts. Our vision is that every child should only be a short walk away from a world class school. We exist to empower, enable and inspire schools to provide an outstanding level of education and support through exceptional leadership, collaboration, innovative thinking and understanding of local needs.

In practice this means that we care passionately about all the children in our academies and believe in the difference our work can make to their lives. We have a fantastic staff of over 350 people across our academies – all dedicated to this single purpose.

We don't apologise for relentlessly driving forward improvements for the benefit of our children and staff and look for ways to collaborate within the Trust and with other schools and academies with like-minded philosophies. There will be considerable opportunities for professional development and there will be coaching and mentoring opportunities. We have strong links with our sponsor, Nelson and Colne College, to develop skills and potential in all Trust staff. We encourage participation in relevant networks and forums with other finance managers working in education.

You will have an excellent benefits package including a final salary pension scheme, a generous holiday entitlement and sociable hours of work. We are a flexible and supportive employer and would consider job share or part-time working applications. Please visit our website for more information about Pendle Education Trust.

JOIN US

COLNE PRIMET ACADEMY



Now is a really exciting time to be joining Colne Primet Academy as we go through a period of rapid expansion, both in terms of staff and student numbers and with extensive new building and refurbishment work recently completed and opened from September 2024.

We currently have 875 students on roll from a diverse range of backgrounds, and the students numbers continue to grow up to our full capacity of 1050 over the next few years. Throughout the school, we have students who speak 23 different languages. Working with such a diverse community brings lots of opportunities for students to learn more about each other and themselves.

By joining the Primet family you will become part of a supportive and ambitious team. The core drive of being part of the Primet staff team is about wanting the best for our students, and to help them overcome any barriers to their success. Our aim here at Colne Primet Academy is to give each and every child the very best educational start in life. At all times, we guide, support and inspire.

We collaborate with our colleagues at West Craven High School as well as the three primary academies in our Trust family and have the support of the Pendle Education Trust core team for functions such as Finance, Facilities, Human Resources, Health and Safety, IT, Marketing and Governance.

We are proud of the positive atmosphere that exists within the Academy. Visitors very often comment on the calm and orderly surroundings and the warm, welcoming and friendly ethos we have created. We believe that high achievement comes as a result of a positive atmosphere, high expectations and mutual respect.

Our core values are based on the Primet Positives: Progressing, Respectful, Inclusive, Motivated, Expressive and Together. These values are embedded in everything we do throughout school, and we are very proud of what Colne Primet Academy stands for in its community – we hope you want to be a part of that too.

Please take the time to read the information in this booklet to find out more about this role and we look forward to receiving your application.



#PROUDTOBEPRIMET



Mrs Julia Pilkington
Principal

VACANCY - WELFARE ASSISTANT

Salary	Grade 2, SCP 2 FLW. Full-time salary £24,310 per annum.
Hours	7.5hrs per week, 12-1.30pm, term time only
Required	As soon as possible, subject to pre-employment checks and notice period
Closing Date	9am on Monday 8 th December 2025
Interview Date	W/C 8 th December 2025



JOB DESCRIPTION - WELFARE ASSISTANT

Reports to: Assistant Principal

Purpose: To work as part of the supervision team in securing the safety, welfare and good conduct of students during the break and/or lunchtime period(s).

Role Specific

- Supervising students in the dining room(s), including the organisation of the lunch queue and managing the areas where students are eating.
- Cleaning and tidying of the dining areas, ensuring that the dining room is kept clean throughout and after break/lunchtime.
- Setting up and taking down the seating area within the dining room.
- With support from the duty team, managing student behaviour within the dining area, including ensuring that students eat and keep food and drinks within the dining area, and remain seated while eating.
- With support from the duty team, supervising and managing student behaviour around school and in the playground areas, including ensuring that students follow rules, do not congregate around places that they should not (such as toilets), and dealing with accidents.
- Any other duties as required.

Trust Responsibilities

- Share the Trust's Vision, Mission, Values and Behaviours and communicate them effectively.
- Participate in Staff Review and Professional Development activities, and be actively involved.
- Value diversity and promote equality.
- Adhere to Trust policies and procedures including Health and Safety.
- Be responsible for safeguarding and promoting the welfare of children and young people.
- Any other duties that the Principal considers appropriate.

PERSON SPECIFICATION - WELFARE ASSISTANT

Qualifications and Attainments

First Aid certificate **Desirable**

Experience

Working as part of a team **Essential**

Working effectively within a school environment **Desirable**

Working with young people **Desirable**

Knowledge and Skills

Excellent communication skills **Essential**

Efficient and well organised **Essential**

Ability to follow procedures **Essential**

Ability to deal with all matters in a calm, professional manner **Essential**

Excellent team working skills **Essential**

Personal Qualities

Adaptable, flexible and approachable **Essential**

Ability to relate well to children, young people and adults **Essential**

Understanding and recognition of the principles of equality and diversity **Essential**

Commitment to the safeguarding and welfare of all students **Essential**



PRE EMPLOYMENT CHECKS

Please note: All of our positions are subject to an enhanced DBS check. If there's any reason why this may preclude you from being considered, please contact the Pendle Education Trust team. In line with Keeping Children Safe in Education 2025, an online search will be carried out as part of our due diligence on shortlisted candidates.

CVs are not accepted. If you're interested and would like to submit an application, please complete an application form which can be downloaded from our website at www.pendleeducationtrust.co.uk

Equal Opportunities statement

We are an Equal Opportunities employer, welcoming applications from all sections of the community.

Rehabilitation

The post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). If successful you will be required to apply to the Disclosure and Barring Service (DBS) for a 'disclosure'. Information provided by you or the Disclosure and Barring Service will be dealt with in a confidential manner in accordance with the DBS's Code of Practice. You may view the Code of Practice on the DBS website at www.gov.uk/dbs or alternatively a copy is available on request.





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Pendle Education Trust
Nelson and Colne College
Scotland Road
Nelson
BB9 7YT

Email

hr@pendleeducationtrust.co.uk

Company Registration Number
08263591

Place of Registration
England and Wales