



Welfare Assistant

Required Wednesday 2nd September 2026

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Job Outline

Title of Post: **Welfare Assistant**

Location: Norbreck Primary Academy, Thornton-Cleveleys, FY5 1PD

Grade: A/B Scale point 2

Hours Required from: 7.5 hours per week, 1.5 hours per day from 12 noon until 1.30 p.m.

Salary: FTE £24,413

Actual Salary: £4,663

Purpose of the Job

To work, as part of a team to enable procedures to operate smoothly and children to have positive lunchtime experience.

Main Duties

See job description

Person Specification

It is desirable that the successful applicants will have worked in a school or child-care setting.

Pay and Conditions

Appointment will be made subject to satisfactory references, Enhanced DBS checks, on-line checks and Medical clearance procedures

Scale point 2 paid over 48.5 weeks pro-rata

The successful candidate will have the opportunity to apply to join the Local Government Pension Scheme, which provides a variety of index-linked benefits.

The Academy operates a no-smoking or vaping policy.

New entrants to Norbreck Primary Academy are subject to a six-month probationary period.

It is a condition of employment that any 'leave' required must be taken during a school closure.

Norbreck Primary Academy welcomes applications from all sections of the community. It is intended that no person shall receive less favourable treatment on the basis of sex, marital status, colour, race or disability or any other condition or requirement that cannot be shown to be justifiable.

Norbreck Primary Academy is committed to safeguarding and promoting the welfare of children. This post is subject to satisfactory two-year reference history, Disclosure & Barring Service (Enhanced DBS checks), medical clearance, evidence of essential qualifications, proof of legal working in accordance with the Asylum and Immigration Act and a social media on-line search. This search is not part of the shortlisting process itself, and you will have a chance to address any issues or concerns that come up during the search should you be successful at interview.

The Academy also condemns inappropriate conduct which detracts from the working environment and is committed to the promotion of a climate in which harassment is wholly unacceptable.

How to Apply

Using Non-Teaching Application Form, available on the school website at:

<https://norbreckprimary.ovw5.juniperwebsites.co.uk/page/?title=Vacancies&pid=30&action=saved>

Completed application forms should be returned by email to

admin@norbreck.blackpool.sch.uk

Closing Date: noon on Monday 13th July 2026

Interviews: Tuesday 14th July 2026 (time to be confirmed)

Please include email addresses for all referees as this is a convenient and quicker way of contacting people. Thank you.

If you have not been contacted by the afternoon of Monday 13th July 2026

you can assume that, on this occasion, your application has been unsuccessful on this occasion.

Thank you for the interest you have shown in this vacancy.