

## PERSON SPECIFICATION FORM

**POST TITLE:**

Welfare Officer – Lower School – Scale 4

### PLEASE NOTE

The method of assessment for each criterion is shown in the right hand columns. The shortlisting criteria are indicated E (Essential) in the Application Form column. Shortlisting for interview will be based solely on whether the candidate indicates on their application form that they meet these criteria. All candidates must satisfy the mandatory Equal Opportunities and Safeguarding criteria.

E – Essential, D - Desirable	APPLICATION FORM	INTERVIEW
<b>1. QUALIFICATIONS,</b>		
(a) GCSE grade C or equivalent in Mathematics and English. [E]	*	
(b) Nursing or healthcare qualification [D]	*	
(c) First aid qualification [E]	*	
<b>2. KNOWLEDGE AND UNDERSTANDING</b>		
(a) Understanding of current Safeguarding and CAF procedures [E]	*	*
(b) A working knowledge of Government and OFSTED regulations and policies [E]	*	*
(c) Understanding of the social and emotional factors that affect children's well-being and capacity to learn [E]	*	*
(d) Knowledge of locally available support services for young people and families [D]	*	
<b>3. EXPERIENCE</b>		
(a) Experience working with children, young people and families in education, social care or the voluntary sector [E]	*	*
(b) Experience of current ICT applications to manage confidential data [E]	*	*
(c) Experience as a school nurse or welfare officer in a Primary or Secondary school setting [D]	*	
(d) Experience of delivering individual and group-based support to both children and adults [D]	*	
(e) Experience of delivering first aid and medication to children with special educational needs [D]	*	

<b>4. ABILITY/SKILLS</b>		
(a) Ability to communicate clearly, concisely, timely and appropriate oral and written communication [E]	*	*
(b) Highly effective organisational and interpersonal skills [E]	*	*
(c) Ability to work efficiently as part of a team using own initiative to achieve agreed priorities [E]	*	*
(d) Ability to listen well with sensitivity and understanding of others' needs and perspectives [E]	*	*
(e) Ability to deal with sensitive issues around Safeguarding and Child Protection in confidence [E]	*	
(f) Proven ability to monitor and evaluate procedures effectively [D]	*	
(g) Ability to represent the school with an understanding of the importance of the school within the community [D]	*	
<b>5. PERSONAL QUALITIES</b>		
(a) Physically able to undertake all job requirements, using equipment according to health and safety guidelines [E]	*	
(b) Reliable, honest, trustworthy, discreet and capable of handling confidential information [E]	*	
(c) Willing to participate in further training opportunities [E]	*	
(d) Ability to take a non-confrontational approach to resolve difficult situations [E]	*	*
(e) Flexible, co-operative, helpful; self-aware; collaborative; solution focussed [E]	*	
(f) Responsive to new ideas and with a proven track record of adapting to change [E]	*	
(g) Hard-working and emotionally resilient, able to prioritise and work to competing deadlines with good humour [E]	*	
<b>6. EQUAL OPPORTUNITIES RELEVANT TO THE POST</b>		
(a) Commitment and contribution to School Equal Opportunities Policy [E]	*	
(b) Committed to the promotion of equal opportunities, fundamental British values** and Co-operative values*** [E]	*	*
<b>7. CHILD PROTECTION</b>		
(a) Committed to safeguarding and promoting the welfare of children and young people [E]	*	*
<b>8. DISPOSITION</b>		
(a) To be interested in students as individuals and how they learn [E]	*	*
(b) To display a warm and approachable demeanor [E]	*	*
(c) A flexible approach and sense of humour [E]	*	*
(d) To display a professional manner in various contexts [E]	*	*

\*\*Fundamental British values - democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs

\*\*\*Co-operative Values - self-help, self-responsibility, democracy, equality, equity and solidarity in addition to the ethical values of honesty, openness, social responsibility and caring for others.