



**PERSON SPECIFICATION**

<b>JOB TITLE</b>	<b>Welfare Administrator</b>
<b>DEPARTMENT</b>	<b>Whole School including EYFS</b>

<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>EVIDENCED IN:</b>
<b>QUALIFICATIONS:</b>			
<ul style="list-style-type: none"> <li>NVQ 2 or equivalent qualification or experience in relevant discipline.</li> <li>Paediatric First Aid Training with Early Years requirements.</li> <li>Have completed training, or be willing to complete training, in: Use of defibrillators, use of Adrenaline Auto Injectors, management of diabetic pupils, paediatric first aid.</li> </ul>	<p>✓</p> <p>✓</p>	<p>✓</p>	<p>A</p> <p>A</p> <p>A</p>
<b>EXPERIENCE:</b>			
<ul style="list-style-type: none"> <li>Carrying out first aid procedures and administering medications.</li> <li>Keeping calm under pressure and being able to reassure others when necessary.</li> <li>Excellent organisational and administrative skills.</li> <li>Experience of working with children of varying ages and backgrounds.</li> <li>Experience of working in an educational setting.</li> <li>Experience of daily contact with pupils, parents and staff.</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p>	<p>A   R   I</p> <p>A   R   I</p> <p>A   R   I</p> <p>A   R   I</p> <p>A   R   I</p> <p>A   R   I</p>
<b>KNOWLEDGE, SKILLS &amp; APTITUDES:</b>			
<ul style="list-style-type: none"> <li>Understand the importance of child protection and safeguarding, knowing when to share information and when to maintain confidentiality.</li> <li>Be able to work independently and as part of a team, with a flexible approach to working arrangements, understanding school roles &amp; responsibilities and your own position within these.</li> <li>Have excellent interpersonal and communication skills (both oral and written), and the ability to interact with different stakeholders, combining confidence and assertiveness in a calm, courteous and professional manner.</li> <li>Ability to prioritise and work under pressure.</li> <li>Have effective time management and organisational skills.</li> <li>Be able to use own initiative and be proactive in finding possible solutions to problems as they arise.</li> <li>To be committed to the safeguarding and promotion of the welfare of young.</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		<p>A   R   I</p> <p>A   R   I</p> <p>A   R   I</p> <p>A   R   I</p> <p>A   R   I</p> <p>A   R   I</p> <p>A   R   I</p>



<b>KNOWLEDGE, SKILLS &amp; APTITUDES (continued):</b>			
• Ability to deal with sensitively with problems raised by any member of the school community, in line with existing policies and working in partnership with Pastoral Team and senior management.	✓		A   R   I
• A clean driving licence.	✓		A   R   I
• Knowledge and understanding of relevant policies/codes of practice & awareness of relevant legislation.	✓	✓	A   R   I
• Have competent IT skills, including use of word processing, spreadsheets and databases.	✓		A   R   I
• Accurate record keeping.	✓		A   R   I
• Attention to detail.	✓		A   R   I
<b>PERSONAL QUALITIES:</b>			
• Have high standards of self-motivation, self-discipline, discretion, diplomacy and integrity.	✓		A   I
• Be committed to the values and culture of Avon House School.	✓		A   I
• Resilience, confidence and commitment.	✓		A   I
• Enjoys working with children.	✓		A   I
• Commitment to school events and functions.	✓		A   I
• Flexible and well organised.	✓		A   I
• Commitment to your own CPD.	✓		A   I
• A sense of humour.	✓		A   I

AVON HOUSE PREPARATORY SCHOOL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN.

ALL APPOINTMENTS ARE SUBJECT TO AN ENHANCED DBS CHECK AND CHECKS WITH PREVIOUS EMPLOYERS.

March 2024