**Heathland School-Welfare Assistant**

The Heathland Whitefriars Federation is a multi-academy trust comprising of Heathland and Whitefriars Schools in Harrow. Our Federation of two schools is underpinned by a values based ethos that helps everyone work together cooperatively and with mutual respect. Our pupils make rapid progress in an environment of care where expectations are high, values are positive, forgiveness is abundant and children are treasured. We absolutely believe that anyone can learn anything and the growth mindset underpins everything we do.

We are looking for a pro-active and caring person to work at our all-through school **Whitefriars (http://www.whitefriarsschool.net/).** You will need to provide medical and welfare services for children (age 3 – 18) and staff and be the first point of contact for first aid and medical matters. Responsibilities will include caring for pupils who are unwell and liaising with their parents, maintaining accurate and confidential records, monitoring tracking and reporting on medical information and liaising with office staff to ensure Sims pupil data is up to date.

Additional paediatric First Aid training along with diabetic training would be useful. You will have excellent inter-personal and communication skills and up to date knowledge and understanding of the practices and procedures within education relating to the welfare and safety of pupils.

The successful candidate will:

* Have had experience of working in a primary school and/or secondary school environment
* Hold a First Aid at Work Certificate
* Have excellent communication skills
* Have good literacy skills and be able to accurately type letters and reports as required
* Be able to work confidently unsupervised

Job particulars:

**Title:** Welfare Assistant   
**Contract:** Fixed term (with the possibility of being made permanent)  
**Hours:** 8.30am - 3.15pm, 45 mins lunch, term time only (39 weeks)   
**Actual Salary:** £15366

The Heathland Whitefriars Federation is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. You will be subject to an Enhanced DBS check. Satisfactory references and medical check will be required for the successful candidate.

To comply with the Asylum and Immigration Act 1998 (as amended by S147 of the Nationality and Immigration and Asylum Act 2002) all prospective employees will be required to supply evidence of eligibility to work in the UK.

Visits to the school are strongly encouraged and warmly welcomed. Please contact Whitefriars School on 0208 427 2080 to make an appointment.

We reserve the right to withdraw this vacancy at any time ahead of the closing date of if there is a good level of response. Therefore, we would recommend that you submit your application as early as possible.   
Please be advised that references may be requested on receipt of your application. Please state if you wish this to be delayed until shortlisting/interviews have taken place.

**Closing date:** Friday 20th September 2019 **Interviews:** W/c Monday 23rd September 2019

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