

## **WELFARE ASSISTANT PERSON DESCRIPTION**

### **1. Educational Achievements, Qualifications and Training**

#### **Essential**

- A current first aid qualification

#### **Desirable**

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### **2. Job related Knowledge/Aptitude/Skills**

#### **Essential**

- An ability to communicate effectively
- An ability to work independently and as part of a team
- An ability to show initiative in a range of situations
- An ability to interact positively with pupils, parents, colleagues and visitors to the school
- A respect for the need for confidentiality

#### **Desirable**

- Knowledge of educational issues
- Knowledge of community languages
- An ability to use information technology effectively

### **3. Experience**

#### **Desirable**

- Experience of working in an educational setting

### **4. Personal Qualities**

#### **Essential**

- Confidence, warmth, sensitivity, reliability, maturity, enthusiasm and positivity
- Good interpersonal skills
- A commitment to parental, community and Governing Body partnership

### **5. Equal Opportunities**

- An understanding of and willingness to comply with the council's Equal Opportunities Policy

*The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment*