

## Person Specification – Welfare Assistant

**Responsible to:** Director of Business and Team Leader

The successful applicant will demonstrate the following experience, skills and characteristics:	Stage of recruitment process at which criteria will be measured:			
	Essential / Desirable	Application Form / Supporting Statement	Interview	Assessment
<b>Experience:</b>				
• Experience of working in a similar role	<b>D</b>	✓	✓	
• Experience of establishing positive relationships with staff, children and parents	<b>D</b>	✓	✓	
• Experience of working in a school or other educational setting	<b>D</b>	✓	✓	
• Experience of working effectively within a team and playing a motivating role	<b>E</b>	✓	✓	
<b>Qualifications / Training:</b>				
• A good basic education to GCSE (or equivalent) in literacy and numeracy. Or other evidence of being suitably numerate and literate in English	<b>E</b>	✓	✓	✓
• Any administrative related training or qualifications	<b>D</b>	✓	✓	
• You will have or be willing to undergo appropriate First Aid training	<b>E</b>	✓	✓	
<b>Knowledge / Skills:</b>				
• You have excellent literacy and communication skills, including proficiency in accurate written and spoken English – the ability to make points clearly and confidently, providing information and advice in accurate spoken English, and able to understand the views of others	<b>E</b>	✓	✓	✓
• You have good numeracy skills (e.g. GCSE Mathematics)	<b>E</b>	✓	✓	✓
• You have advanced ICT skills	<b>D</b>	✓	✓	
• The ability to prioritise own time, work under pressure and meet deadlines with a sense of balance and perspective	<b>E</b>	✓	✓	

<b>Personal Characteristics:</b>				
• Positive, common sense approach and the ability to use initiative	<b>E</b>	✓	✓	✓
• Able to maintain complete confidentiality and discretion at all times, combined with a calm personality and sound judgment	<b>E</b>	✓	✓	
• Ability to access all areas of the school	<b>E</b>	✓	✓	✓
• You have an awareness of and a commitment to equal opportunities	<b>E</b>	✓	✓	
• You have a commitment to safeguarding and promoting the welfare of children, young people and adults	<b>E</b>	✓	✓	
• You have an awareness and adherence to relevant health and safety regulations and policies	<b>E</b>	✓	✓	
• Able to work as part of a team and independently, as required, recognising and accepting line management	<b>E</b>	✓	✓	
• You are punctual, flexible, reliable, and well organised with good time-keeping and time-management	<b>E</b>	✓	✓	

Applicants who fail to adequately address relevant criteria in their application form and supporting statement will not be considered.