

Lancashire County Council

Person specification form		
Job title: Welfare assistant	Grade: 1	
Directorate: Children and Young People - Schools	Post number:	
Establishment or team: Primet Primary school- lunchtime team		
Requirements (based on the job description)	Essential (E) or Desirable (D)	To be identified by: application form (AF), interview (I), test (T), reference (R) or other (give details)
Qualifications It is desirable for candidates to hold a current First Aid Certificate, 'Approved for the Purposes of the Health and Safety regulations 1981'.	D	I, AF
Experience		
<ul style="list-style-type: none"> • Ability to communicate with adults and children. <ul style="list-style-type: none"> • Ability to maintain records. First aid • Candidates should have experience of working with children in a school environment (voluntary experience is acceptable). • A good knowledge of office equipment, ie a photocopier. • A warm and welcoming manner. • Have knowledge of using ICT 	E	AF, I, R
Knowledge, skills and abilities		
<ul style="list-style-type: none"> • Ability to work independently or as part of a team. • Ability to relate positively to children and adults. • To maintain confidentiality at all times. • To communicate with a wide range of people. • The ability to make visitors feel welcome and valued. • The ability to give advice/instruction in a helpful, professional manner. • To show care and compassion for those who are distressed or hurt. • The ability to develop a sense of loyalty and pride in the school. • A desire to be helpful and caring, positive and informative. • Ability to use initiative. • To be flexible, adaptable and have a sense of humour. 	E	AF, I, R

• • To have enthusiasm and patience.		
Other (including special requirements)		
1. Commitment to safeguarding and protecting the welfare of children and young people	E	I
2. Commitment to equality and diversity	E	I
3. Commitment to health and safety	E	I
4. Commitment to sustaining regular attendance at work	E	R
Prepared by: C Holmes	Date: 17.10.24	
Note: We will always consider your references before confirming a job offer in writing.		