**Lancashire County Council**

|  |  |  |  |
| --- | --- | --- | --- |
| **Person specification form** | | | |
| **Post title:** Welfare Assistant | | **Grade:** Grade 1 | |
| **Directorate:** Children and Young People | | **Post number:** | |
| **Establishment or team:**  Clifton Primary School | | | |
| **Requirements**  **(based on the job description)** | **Essential**  **(E) or**  **desirable**  **(D)** | | **To be identified by: application form (AF),**  **interview (I), Reference (R),** |
| **Qualifications**  None required |  | |  |
| **Experience**  Experience of working with or caring for children of relevant age | D | | AF/I |
| **Knowledge, skills and abilities**  Ability to work as part of a team | E | | AF/I |
| Good communication skills | E | | AF/I |
| Ability to relate well to children | E | | I |
| Ability to take care of their own and other people’s health and safety | E | | AF/I |
| Good interpersonal skills | E | | I |
| Positive approach to customer care and service delivery | E | | I |
| Basic knowledge of First Aid | D | | AF |
| Knowledge of the concept of confidentiality | E | | I |
| Commitment to undertaking relevant training and development | E | | AF/I |
| **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. Satisfactory attendance record/commitment to regular attendance at work | E | | R |
| **Note: We will always consider your references before confirming a job offer in writing**. | | | |