Lancashire County Council

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| **Person specification form** | | | | |
| **Job title:** Welfare assistant | | | **Grade:** Foundation Living Wage | |
| **Directorate:** Children and Young People - Schools | | | **Post number:** | |
| **Establishment or team:** Clitheroe St. James’ C.E. Primary School | | | | |
| **Requirements**  **(based on the job description)** | | | **Essential (E) or**  **desirable (D)** | **To be identified by: application form (AF), interview (I), test (T), or**  **other (give details)** |
| **Qualifications** | | | D | I, AF |
| It is desirable for candidates to hold a current First Aid  Certificate, ‘Approved for the Purposes of the Health and Safety regulations 1981’ | | |
| **Experience** | | |  |  |
| Ability to communicate with adults and children. | | | E | AF, I, R |
| Candidates should have experience of working with children in a school environment (voluntary experience is acceptable). | | | E | AF, I, R |
| A warm and welcoming manner | | | E | AF, I, R |
| Ability to maintain records, ie. First aid. | | | E | AF, I, R |
| **Knowledge, skills and abilities** | | |  |  |
| Ability to work independently or as part of a team. | | | E | AF, I, R |
| Ability to relate positively to children and adults | | | E | AF, I, R |
| To maintain confidentiality at all times. | | | E | AF, I, R |
| The ability to give advice/instruction in a helpful, professional manner. | | | E | AF, I, R |
| To show care and compassion for those who are distressed or hurt. | | | E | AF, I, R |
| A desire to be helpful and caring, positive and informative | | | E | AF, I, R |
| To be flexible, adaptable and to have enthusiasm and patience | | |  |  |
| **Other** (including special requirements)   1. Commitment to safeguarding and protecting the welfare of children and young people 2. Commitment to equality and diversity 3. Commitment to health and safety 4. Commitment to attendance at work | | | E  E E  E | I  I I  I |
| **Prepared by:** | J Leeming | **Date:** | | 11/11/2024 |
| **Note: We will always consider your references before confirming a job offer in writing**. | | | | |