**St Mary’s Catholic Primary School**

Smithy Lane

**A**

**small school with a**

**big heart**



Claughton-on-Brock

Preston

PR3 0PN

PERSON SPECIFICATION

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| Post Title: WELFARE ASSISTANT |
| Requirements | Essential (E)OrDesirable (D) | To be identified by application form(AF), reference(R) or interview (I) |
| Qualifications:Relevant Childcare qualification (or equivalent)Paediatric First Aid or commitment to undertakingFood hygiene qualification or commitment to undertaking | DEE | AF/IAF/IAF/I |
| Experience and references:Experience of working with or caring for children of the relevant age (3-11yrs)Recent and relevant training in safeguarding or commitment to undertakingSatisfactory health and attendance record/commitment to regular attendance at workPositive recommendation from current employerSatisfactory enhanced DBS clearance | EEEEE | AF/I/RAF/IRRBefore post commences |
| Knowledge, skills and abilities:Ability to relate well to childrenAbility to organise resourcesGood communication skills, written and oral, and interpersonal skillsAbility to provide a happy, secure out of school environmentAbility to use a range of effective behaviour management strategiesCapacity to contribute to and support whole school improvementHardworking and flexible, e.g. willing to work a short time earlier and later than the core hours if the other welfare assistant is absent.Fully participate in the Catholic life of the school – willingness to support and promote the Catholic ethos of the school | All essential | AF/I/RAF/I/RAF/I/RAF/IAF/I/RAF/I/RAF/I/RAF/I |

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| Requirements | Essential (E)OrDesirable (D) | To be identified by application form (AF) or interview (I) |
| Other qualities:Motivation, organised, enthusiastic and committedWillingness to learn from, and with, colleagues and undertake training requiredCommitment to safeguarding and promoting the welfare of childrenSense of humour and positive outlookOwn car Willingness to undertake occasional tasks that assist with the general smooth-running of the school in terms of cleanliness and hygiene, e.g. emptying the bin.  | EEEEEE | AF / IAF / IAF / IAF / III |