**St Mary’s Catholic Primary School**

Smithy Lane

**A**

**small school with a**

**big heart**



Claughton-on-Brock

Preston

PR3 0PN

PERSON SPECIFICATION

|  |  |  |
| --- | --- | --- |
| Post Title: WELFARE ASSISTANT | | |
| Requirements | Essential (E)  Or  Desirable (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 undertaking  Food hygiene qualification or commitment to undertaking | D  E  E | AF/I  AF/I  AF/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 undertaking  Satisfactory health and attendance record/commitment to regular attendance at work  Positive recommendation from current employer  Satisfactory enhanced DBS clearance | E  E  E  E  E | AF/I/R  AF/I  R  R  Before post commences |
| Knowledge, skills and abilities:  Ability to relate well to children  Ability to organise resources  Good communication skills, written and oral, and interpersonal skills  Ability to provide a happy, secure out of school environment  Ability to use a range of effective behaviour management strategies  Capacity to contribute to and support whole school improvement  Hardworking 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/R  AF/I/R  AF/I/R  AF/I  AF/I/R  AF/I/R  AF/I/R  AF/I |

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| Requirements | Essential (E)  Or  Desirable (D) | To be identified by application form (AF) or interview (I) |
| Other qualities:  Motivation, organised, enthusiastic and committed  Willingness to learn from, and with, colleagues and undertake training required  Commitment to safeguarding and promoting the welfare of children  Sense of humour and positive outlook  Own 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. | E  E  E  E  E  E | AF / I  AF / I  AF / I  AF / I  I  I |