

Lancashire County Council

Person specification form		
Job title: Welfare Assistant	Grade: 3 Scale Point 3 & 4	
Directorate: Children and Young People	Post number: 1	
Establishment or team: Fulwood & Cadley 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		
Relevant Child Care qualification (or equivalent)	D	AF
First Aid qualification	D	AF
Experience		
Experience of working with or caring for children of relevant age	D	AF
Previous experience as a Welfare Assistant	D	AF
Knowledge, skills and abilities		
Ability to relate well to children	E	AF/I
Ability to work as part of a team	E	AF/I
Good communication skills (oral and written)	E	AF/I
Knowledge of the concept of confidentiality	E	AF/II
Basic knowledge of First Aid	D	AF/I
Ability to use relevant technology (e.g. photocopier/computer)	D	AF/I
Flexible attitude to work	E	AF/I
Other (including special requirements)		
Commitment to safeguarding and protecting the welfare of children and young people	E	I
Commitment to equality and diversity	E	I
Commitment to health and safety	E	I
Commitment to attendance at work	E	I
Commitment to undertake in-service development	E	I

Prepared by: Amy Royle

Date: 08/10/25

Note: We will always consider your references before confirming a job offer in writing.