

Lancashire County Council

Person specification form		
Job title: Welfare Assistant	Grade: FLW	
Directorate: Children and Young People - Schools	Post number:	
Establishment or team: Cottam Primary School		
Requirements (based on the job description)	Essential (E) or Desirable (D)	To be identified by: application form (AF), interview (I), test (T), reference (R) or other (give details)
Qualifications It is desirable but not essential that the candidate holds a relevant First Aid Certificate	D	AF
Experience		
Ability to communicate with adults and children	E	AF, I
Candidate should have experience of working with children	D	AF, I
A warm and welcoming manner	E	AF, I
Have a knowledge of first aid record keeping	D	AF, I
Knowledge, skills and abilities		
Have a willingness to undergo training	E	AF, I
Ability to work independently or as part of a team	E	AF, I
Ability to relate positively to children and adults	E	AF, I
To always maintain confidentiality	E	AF, I
The ability to give advice/instruction in a helpful, professional manner	E	AF, I
To show care and compassion for those that are hurt	E	AF, I
A desire to be helpful, caring and positive	E	AF, I
To be flexible, adaptable and to have enthusiasm and patience	E	AF, I
Other (including special requirements) 1. Commitment to safeguarding and protecting the welfare of children and young people 2. Commitment to undertake in –service development 3. Commitment to equality and diversity 4. Commitment to health and safety 5. Commitment to sustaining regular attendance at work/satisfactory attendance record		
Prepared by: Kellie Rainford		Date: 23.10.2025
Note: We will always consider your references before confirming a job offer in writing.		