**Lancashire County Council**

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| **Person specification form**  |
| **Post title:** Welfare Assistant | **Grade:** Grade 1 |
| **Directorate:** Children and Young People | **Post number:**   |
| **Establishment or team:**  Clifton Primary School  |
| **Requirements** **(based on the job description)**  | **Essential** **(E) or** **desirable** **(D)**  | **To be identified by: application form (AF),** **interview (I), Reference (R),**  |
| **Qualifications** None required |     |     |
| **Experience** Experience of working with or caring for children of relevant age |  D  |  AF/I  |
| **Knowledge, skills and abilities** Ability to work as part of a team  |  E  |   AF/I  |
| Good communication skills | E  | AF/I  |
| Ability to relate well to children | E  | I  |
| Ability to take care of their own and other people’s health and safety | E | AF/I  |
| Good interpersonal skills | E | I  |
| Positive approach to customer care and service delivery  | E  | I  |
| Basic knowledge of First Aid | D | AF |
| Knowledge of the concept of confidentiality | E | I |
| Commitment to undertaking relevant training and development  | E  | AF/I  |
| **Other** (including special requirements) 1. Commitment to safeguarding and protecting the welfare of children and young people  |   E  |   I  |
| 2. Commitment to equality and diversity  | E  | I  |
| 3. Commitment to health and safety  | E  | I  |
| 4. Satisfactory attendance record/commitment to regular attendance at work | E | R |
| **Note: We will always consider your references before confirming a job offer in writing**.  |