**Personal Welfare Support Assistant**

**Location:** Gorsemoor Primary School

**Employer:** Staffordshire County Council

**Contract type:** Temporary, Term-time only

**Working Pattern:** Standard

**Hours:** 1 X 23 hours per week, (Monday, Wednesday-Friday 08:45-15:30 with hours lunch)

**Salary:**  Grade 2 Point 2 – 3 (£22,737 per annum pro rata)

Gorsemoor Primary School are seeking to appoint a highly motivated, reliable and professional support assistant to support within a child in our wonderful EYFS/KS1 setting, from Sept 2024, or earlier. The role with include all aspects of personal care (training will be provided). For more information please do not hesitate to contact Hayley Porter [hporter@gorsemoor.staffs.sch.uk](mailto:hporter@gorsemoor.staffs.sch.uk) .

At Gorsemoor, we pride ourselves on placing the children at the centre of all that we do, enabling them to reach their potential in both their academic and personal achievements. As a member of EYFS/KS1 team, the successful candidate will be key to ensuring the highest of standards for our pupils, by working alongside the whole team to support inclusion for all pupils’ to achieve academic progress and personal development.

**We are proud of our:**

* a shared moral commitment to secure the best outcomes for **all** pupils
* pupils who are engaged, well-behaved and love to learn
* caring, dedicated and knowledgeable team of staff and governors
* high expectations and vision for school improvement
* commitment to continuing professional development
* a warm friendly atmosphere
* a very supportive teaching staff who have a desire to take the school forward
* interested and supportive parents

**Your responsibilities will include:**

* Supporting a child on a 1:1 basis in our KS1/EYFS phase.
* Assist a child in matters of personal needs and their general health, and welfare matters with specific reference to medication as required.
* Supervise and support pupils, ensuring their safety by complying with good H&S practice.
* Encourage pupils to interact with others and engage in activities led by the teacher.
* Undertake routine administrative tasks, e.g. pupil record-keeping as requested.
* Appropriate liaison with parents on general pupil matters.

This is a varied role where no two days are the same, it is essential therefore that the successful candidate must be able to work under pressure, have a high level of personal drive, energy and resilience together with relevant experience. The successful candidates will need to respond effectively to changing priorities, be able to use their initiative as well as having excellent organisation. Confidentiality and professionalism are key attributes for this role. Suitable training will be provided to develop specific qualities which will emerge as the successful candidates start the role. Successful candidates will possess good literacy and numeracy skills, the ability to work effectively with pupils and their parents/carers and have a good level of IT skills.

Please take the time to read our Candidate Letter, Recruitment Pack and the Person Specification below. Informal visits to the school are positively encouraged and can be arranged by contacting the school office on 01543 274788.

**Additional information and how to apply:**

Should you wish to apply for this position, please return your completed application form, along with a cover letter, to [Recruitment@gorsemoor.staffs.sch.uk](mailto:Recruitment@gorsemoor.staffs.sch.uk) by the closing date shown below. Successful applicants will be notified via email, if they have been selected for interview.

**Closing Date:**  90.07.2024 at Midday

**Shortlisting:** 10.07.2024

**Interviews:**  11.07.2024

The position is subject to a criminal records check from the Disclosure & Barring Service (formerly CRB) which will require you to disclose all criminal convictions.  Further details regarding this check are available by visiting [www.gov.uk/dbs](http://a.cinco.purlsmail.com/sendlink.asp?HitID=1366018506220&StID=22036&SID=6&NID=428534&EmID=42223271&Link=aHR0cDovL3d3dy5nb3YudWsvZGJz&token=0826788d40fe24de8e66b2a8f87cd8665ef643b2)

This school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment.