

VACANCY

Student Welfare Assistant

Vacancy type	Support staff
Start date	ASAP (subject to pre-start checks)
Contract term	Permanent
Working hours	25 hours per week Monday -Friday 8.00am to 1.00pm or 12.00pm to 5.00pm Or 30 hours per week Monday – Friday 7.00am to 1.00pm or 12.00pm to 6.00pm
Weeks per year	School term-times and Trust Training Days, excluding INSET days
Grade	4
Salary range (per annum)	Support staff salary points 4 – 5 £26,016 to £26,427 (FTE) £14,766 to £14,999 (pro rata) For the 25-hour position £17,719 to £17,999 (pro rata) For the 30-hour position
Location	Poole High School
Reports to	School Operations Director

About the Post

We are looking to appoint two part-time Student Welfare Assistants to join our busy and welcoming welfare team. We have a morning and afternoon shift available. Please state on your application if you are applying for the morning or afternoon position.

We are looking for an outstanding individual who will relish the opportunity to:

- Treat students/staff with first aid care when required. Sending people home or to hospital, when necessary, within the guidelines of “First Aid at Work” training and regulations stipulated by the Health Protection Agency
- Issue prescribed medication or general “over the counter” medication only with the authorisation of the parent or legal guardian
- Record details of all treatment or care provided to students in their electronic records and the daybook
- Notify parents of student medical condition/accidents in school as necessary
- Promote and safeguard the welfare of children and young people in accordance with our Safeguarding and Child Protection policies

What we can offer you

- An opportunity to work with wonderful children and their families
- Automatic membership of the Dorset Local Government Pension Scheme

- Free, confidential access to our Employee Assistance Programme, which offers a range of counselling services plus financial, legal and practical support from qualified professionals on a range of personal issues and access to online health and wellbeing resources
- A trust-wide intranet, where we share our news, information and resources
- Local discounts negotiated on behalf of our staff e.g. gym memberships, hair and beauty salons, chiropractic care, cycle shops, restaurants, motoring services, and retail/DIY stores
- Access to national discounts on a wide variety of huge brands
- Free on-site parking
- The opportunity to work within Twynham Learning; a progressive multi-academy trust
- The opportunity to work in one of the most beautiful areas of the South Coast

Who we are looking for

We would love to hear from you if you:

- Have a first aid qualification (or are willing and able to complete a course upon joining)
- General level IT skills with some experience of Arbor or similar management information system
- General level of literacy and numeracy skills
- Experience of writing reports
- Good communication and interpersonal skills
- Work on own initiative
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You will also be keen to live our Twynham Learning employee values which are:

- Aim high
- Keep improving
- Don't leave anyone behind
- See the bigger picture

Any questions?

To discuss the post or your application, please contact Nikki Steele on 01202 662015 or email us at recruitment@twynhamlearning.com

How to apply

To apply for this vacancy, please submit a **Job Application Form and Diversity Questionnaire** by email to: recruitment@twynhamlearning.com

Only applications made using our own official application form will be accepted. You can download the form from this vacancy's page on our website here: <https://twynhamlearning.com/vacancies>

The closing date for applications is **Thursday 29 October 2026 at 8am**. However, we reserve the right to interview and/or appoint strong candidates before this, so we encourage you to apply early. Interview date to be confirmed.

Twynham Learning values diversity and inclusiveness. We aim to eliminate unlawful discrimination and promote diversity throughout our whole workforce. We want our workforce to be representative of all sections

of our community, so we give equal opportunities to all job applicants. We do not discriminate on the basis of age, disability status, gender reassignment, marital/partnership status, pregnancy/maternity, race/colour/national origin, religion/belief, sex or sexual orientation. Only people who can evidence their right to work in the UK will be considered for this vacancy. We are committed to robust Safer Recruitment processes as part of our strong commitment to safeguard children and young people. An enhanced criminal records check will be undertaken on the successful candidate. Candidates must disclose all unprotected spent and unspent cautions and convictions. It is an offence to apply for this post if you are barred from engaging in regulated activity with children.