

VACANCY



Student Welfare Assistant

Start date	ASAP (subject to pre-start checks)
Contract type	Casual (zero hours)
Working hours	This is a zero-hours opportunity with no fixed working hours. We anticipate the work pattern may be 8.00am to 5.00pm per week during school term time.
Pay	£14.40 to £14.86 per hour (including holiday pay)
Location	Poole High School
Reports to	Operations Director

About the Post

We are looking to appoint a casual Student Welfare Assistant to join our busy welfare team at Poole High School.

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 also 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 into their Arbor personal profile and the day book.
- 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 in a team environment
- Membership of the Local Government Pension Scheme (on request)
- 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 happy to complete a course)
- 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

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 **Monday 28 September 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.