**Welfare and Administrative Assistant**

**Salary Actual:** £18,795 - £19,079

**Grade:** 3

**Hours**: 30 hours

**Work Pattern:** 8:30 am to 3:00 pm – Monday – Friday

**Working weeks:** Term time only – 38 weeks

**Contract:** Permanent

**Pension**: 21.6% employer’s contribution

**To start:** January 2025

Cranford Park Academy is a large, vibrant, highly successful, multi-cultural school in West London. Inclusion is at the heart of all we do. The academy is part of The Park Federation Academy Trust, allowing us to benefit from a wealth of expertise across our eight academies, as well as enabling us to provide opportunities for sharing of good practice and high quality training.

This is an exciting opportunity to become part of our highly professional, friendly team based at Cranford Park Academy.

We are seeking to appoint a child-centred Welfare and Administrative Assistant, who has high expectations of themselves and is committed to improving the lives of our children. They will have 2 key aspects to their role, welfare assistant and managing/monitoring pupil attendance.

We are looking for individuals who:

* enjoys working with children and can establish a positive relationship to help them with their welfare needs
* has excellent communication skills
* is fluent in English and ideally a community language
* can supervise and interact with children and manage their behaviour in a positive way
* has an understanding of first aid, health and safety and safeguarding issues in school
* has good IT skills and is methodical and accurate
* has good organisation skills and attention to detail

We are able to offer:

* Continued professional development;
* A welcoming school, with friendly, enthusiastic and supportive staff;
* An ambitious and dynamic Senior Leadership Team
* a dedicated Governing Body;
* an employee assistance programme (EAP).

We warmly welcome candidates coming to visit the school prior to application. Please visit the school website for an application form. We do not accept CV’s.

**Interviews:** As and when we receive successful applications.

**The school is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful applicant will be required to undertake an Enhanced DBS Check with a check of the DBS Barred List.**