



Gearies Primary School Job description

Job Title: Welfare Assistant
Department: Welfare Team
Grade: LBR2
Responsible to: Admissions Manager, Co-Headteachers
Responsible for: N/A

Purpose of the job: To provide welfare and administrative support.

The Welfare Assistant will work under the direction of the Admissions Manager and Co-Headteachers.

Main duties are:

- administer First Aid as and when necessary in the school
- be responsible for the welfare, well-being and discipline of the children in the school
- develop a consistent, positive approach to all aspects of school life
- safeguard children's health and safety
- follow all procedures in the Health and Safety document of the school
- accompany classes on outings in school hours
- discuss with the Designated Safeguarding Lead suspected abuse or signs of non-accidental injury
- to supervise children collected late at the end of the day
- employ behaviour management strategies to contribute to maintaining pupil discipline
- undertake a range of administrative jobs under the direction of teachers, including photocopying, filing, putting up and taking down displays, stocktaking and tidying resources

Specific duties include:

- Administer first aid - regularly cater for the personal needs of children including personal care and toileting
- Supervise the stock control and ordering of school first aid resources
- Order consumable resources and maintain stock levels
- Tidy up staff rooms, wash dishes in dishwasher, tidy up sink, put away all clean items in cupboards
- Support the Site Manager in the checking and collation of the school inventory
- Wash dirty tea towels and refresh hand towels around the school

The nature of this work is especially sensitive and therefore the Welfare Assistant must not discuss any children or their work with people outside of the school.

The job description is not necessarily a comprehensive definition and the Welfare Assistant may be required to undertake such other tasks appropriate to the position as the Co-headteachers may require

Signature		Name		Date	
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Person specification

Job Title Welfare Assistant

Service Area Gearies Primary School

Grade

Scale: LBR2

Weighting: Essential, Desirable

Selection Criteria

Weighting

Education and Qualifications:

English and Maths GCSE at grade C or higher (or equivalent)

Desirable

Current first aid certificate

Desirable

Experience/Knowledge/Skills/Competencies:

The successful candidate will:-

- enjoy working with children Essential
- have experience of supporting children with special needs Desirable
- be able to communicate clearly verbally and in writing Essential
- be able to work collaboratively with others as a part of a team Essential
- be able to take the initiative with workloads Essential
- be able to follow instructions accurately Essential
- have an understanding of the needs of our culturally diverse community Essential
- be willing to learn and develop own skills and knowledge Essential