

CANNON LANE PRIMARY SCHOOL (4—11 years)

Cannonbury Avenue
Pinner
Middlesex
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office@cannonlane.harrow.sch.uk



Mr A Phillips Headteacher

Welfare Officer (School Nurse) / Resource Assistant required for Cannon Lane Primary School

Term time only (39 weeks) 30 hours per week 8.30 am - 3.30 pm
Grade GO3 point 9-12 (£18,546-£19,626 pro rata)

Required as soon as possible

The Governors are seeking to appoint an outstanding School Welfare Officer/Resource Assistant with excellent interpersonal and communications skills to be part of our dedicated administrative team. The post holder will, under the direction of the Office Manager, be responsible for supporting the welfare of our children and managing all welfare duties. This post would suit someone with previous experience of working as a First Aider.

Responsibilities will include:

- To support the welfare and wellbeing of the pupils and to provide general support to parents and staff with pupil welfare within school
- To manage all medicines in school ensuring that all medication is in date and administered in line with medical guidelines and maintaining all medical records of the children
- To complete and process accident forms as required
- To assist in the monitoring and ordering of stock as specified by school staff, negotiating prices from varying suppliers
- Communicating and dealing with parents in a polite, professional and efficient manner
- To assist supporting the School Office as and when required

Closing date for applications: **Monday 5th June 2017 12pm**

Interviews will be held on: **Friday 9th June 2017**

An application pack with a job description and person specification can be found on the school's website on the Home page. Please return completed applications to Mrs Raval at HR@cannonlane.harrow.sch.uk.

The school is committed to safeguarding children and expects all staff and volunteers to share this commitment. The school follows safe recruitment practices to protect children. Successful applicants will be required to apply for an enhanced disclosure from the DBS. Please note that the Childcare Disqualifications Regulations 2009 apply to this position and therefore you are required to complete the "disqualification by association" declaration form. Should you be successful in your application for this post, your appointment can not be progressed without this declaration. Further information can be found at www.direct.gov.uk.