

# Cannon Lane Primary School

## Person Specification: School Welfare Officer/Resource Assistant

The Person Specification is an important part of the application process and will be used to shortlist candidates. You will need to demonstrate in your supporting statement/application form how you meet the following criteria.

	ESSENTIAL	DESIRABLE
<b>Qualifications &amp; training</b>	<ul style="list-style-type: none"> <li>• First Aid trained and experience of applying this to support children and young people</li> <li>• English and Maths to GCSE/ Standard Grade C or above</li> </ul>	<ul style="list-style-type: none"> <li>• Current First Aid at work qualification</li> <li>• Experience of operation of administrative systems e.g. SIMS</li> <li>• Paediatric First Aid qualification</li> <li>• Any other relevant training in supporting diabetes</li> <li>• Epipen training</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of promoting and safeguarding the welfare of children and young people within a school setting</li> <li>• Experience of supporting pupils with specific conditions, such as asthma, food allergies and diabetes</li> <li>• Planning and prioritising work</li> <li>• Experience of working successfully and co-operating as a member of a team</li> <li>• Experience of equal opportunities</li> <li>• Experience of providing support in a medical emergency</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in administration within a school office environment</li> <li>• Medical training</li> </ul>
<b>Professional Values</b>	<ul style="list-style-type: none"> <li>• Good professional relationships with pupils, parents and colleagues</li> <li>• A flexible approach to working</li> <li>• Possess integrity, honesty, perceptiveness and commitment to fairness</li> <li>• An enjoyment of working with and being in the company of children</li> </ul>	
<b>Knowledge &amp; understanding</b>	<ul style="list-style-type: none"> <li>• Full working knowledge of First Aid, relevant policies/codes of practice and awareness of relevant welfare legislation</li> <li>• Understand the statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities, Health and safety and inclusion</li> </ul>	
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent interpersonal and communications skills including the ability to relate well to children and adults all levels with sensitivity, tact and diplomacy</li> <li>• Ability to establish and develop appropriate relationships with staff, parents, and pupils</li> </ul>	<ul style="list-style-type: none"> <li>• Confident in the use of Microsoft word, excel and outlook</li> </ul>
<b>Personal characteristics</b>	<ul style="list-style-type: none"> <li>• The ability to make visitors feel welcome and valued and be helpful and caring, positive and informative</li> <li>• A high level of personal integrity of handling sensitive situations with tact and diplomacy and with complete respect for confidentiality</li> <li>• Punctual, approachable and empathetic</li> </ul>	<ul style="list-style-type: none"> <li>• Have a sense of humour</li> </ul>