

## Garlinge Primary School and Nursery

### Person Specification for Welfare Officer

**Information provided on the application form will be assessed against the criteria listed on this Person Specification to shortlist candidates for interview.**

	<b>Criteria</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• GCSEs or equivalent at Grade 4/C or above in English and Maths is essential</li> <li>• First Aid Trained or willingness to undertake training (essential)</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Working in an office environment with proven experience of administrative procedures is essential</li> <li>• Working with young people and their families is desirable</li> <li>• Experience of using Bromcom is desirable</li> <li>• Experience of using CPOMS is desirable</li> </ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Work in an organised and methodical manner and maintain accurate records</li> <li>• Develop and maintain effective computerised and manual filing systems</li> <li>• Convey information clearly and accurately orally and in writing to a range of people</li> <li>• Good interpersonal skills and an ability to relate and communicate effectively with children, parents and staff</li> <li>• Ability to produce reports</li> <li>• Take personal responsibility for organising day to day workload</li> <li>• Work effectively and supportively as a member of the school team</li> <li>• Use own initiative to solve problems and respond proactively to unexpected situations</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Demonstrate an understanding of medical and welfare issues in a school setting</li> <li>• Understanding of children's needs and a clear belief in inclusion for all</li> <li>• Demonstrate a good awareness of the school's Policy's relating to SEND, pupil welfare and safeguarding</li> <li>• Good knowledge and proficiency in a range of computer applications – including Microsoft Office</li> <li>• Demonstrate an understanding of confidentiality, data protection and safeguarding legislation</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Adaptability, flexibility and willingness to assist with other aspects of school life</li> <li>• Caring, approachable, understanding, consistent, assertive and calm</li> <li>• Positive attitude</li> <li>• Excellent communication skills</li> </ul>