



St. James' Catholic Primary School



Welfare Assistant - Person Specification

<u>Qualifications</u>	Essential	Desirable	Source A= Application I= Interview R= References
Practising Catholic		D	A, I
NVQ level 2 or above qualification –appropriate to the post (or equivalent)		D	A, I
A willingness to undertake basic First Aid	E		A, I
<u>Experience</u>	Essential	Desirable	Source
Experience of working with or caring for children of relevant age	E		A, I
<u>Knowledge/Skills/Abilities</u>	Essential	Desirable	Source
Ability to relate well to children	E		A, I
Ability to work under supervision and as part of a team	E		A, I
Good communication skills	E		A, I
Ability to supervise and assist pupils	E		A, I
Time management skills	E		A, I
Knowledge of the concept of confidentiality	E		A, I
Basic level of Numeracy and Literacy skills	E		A, I
Flexible attitude to work	E		A, I
A knowledge of basic Health and Safety	E		A, I
<u>Other</u>	Essential	Desirable	Source
Commitment to undertake in –service development	E		A, I
Willingness to be supportive of the Catholic ethos of the school	E		A, I
A positive and supportive faith reference from a priest where the applicant regularly worships.		D	A, I



St. James' Catholic Primary School



An ability to work in accordance with the schools health and safety policies	E		A, I
A supporting letter of application (up to but no more than 2 sides of A4)	E		A
<u>Legal Issues</u>	Essential	Desirable	Source
Legally entitled to work in the UK	E		A, I

