

Welfare Assistant & Administrator

Salary: £22,274 - £22,957 - inclusive of fringe allowance

Grade: 3

Hours: 36 hours per week, Monday to Friday,

Work Pattern: term time only – 38 weeks per annum

Contract: Permanent

James Elliman Academy is a large, friendly and vibrant multi-cultural 3/4 form entry primary school (with over 700 children on roll) and part of The Park Federation Academy Trust.

We are seeking to appoint a child-centred Welfare Assistant, who has high expectations of themselves and is committed to improving the lives of our children. This is an exciting opportunity to work with a primary school rated as **GOOD** by Ofsted (2018).

Our partnership with The Park Federation Academy Trust means there are a host of professional development opportunities that will further your own skills, knowledge and expertise.

We are looking to appoint an individual who:

- enjoys working with children and can establish a positive relationship to help them with their welfare needs
- has excellent communication skills
- is fluent in English and ideally a community language
- can supervise and interact with children and manage their behaviour in a positive way
- has an understanding of first aid, health and safety and safeguarding issues in school

For the right candidate, we will offer

- extensive support and CPD;
- the opportunity to work with other professional colleagues across the Multi-Academy Trust;
- a welcoming school, with friendly, enthusiastic and supportive staff team;
- an ambitious and dynamic Senior leadership Team;
- a dedicated Governing Body;
- supportive parents and children who are keen to learn;
- an employee assistance programme (EAP)

We warmly welcome candidates coming to visit the school prior to application; please contact the school to arrange. Please complete an application form for this vacancy. We do not accept CV's.

Closing date: As and when we receive successful applications.

The school is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful applicant will be required to undertake an Enhanced DBS Check with a check of the DBS Barred List.