

Welfare Officer

Salary (actual): £20,143 - £21,488

Grade: 4, SCP 8 - 12

Hours: 33.75 hours per week, Monday to Friday

Work Pattern: term time only = 38 weeks

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 Officer, 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 seeking to appoint an enthusiastic professional, who has high expectations of themselves

We are looking to appoint an enthusiastic individual who:

- can provide welfare and first aid support to pupils and staff;
- can maintain our database of children with on-going needs;
- can assist with care plans for pupils with specific and complex medical needs;
- has the ability to communicate orally and in writing in connection with the preparation of reports, weekly plans and daily records;
- has a good telephone manner and is able to deal sensitively with a range of children, parents and outside agencies;
- has excellent IT and interpersonal skills;
- is able to maintain confidentiality;
- ideally has previous school office experience including using SIMS.net (although not essential);
- Is efficient and is able to work on their own initiative and under pressure.

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).

Please contact the school to arrange a visit. Please visit the school website to complete an application form. We do not accept CVs.

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 in this commitment. The successful applicant will be required to undertake an Enhanced DBS Check with a check of the DBS Barred List”.