



Welfare Officer

PERSON SPECIFICATION

Essential requirements are those, without which, the candidate would not be able to fulfil the responsibilities of the role. It is expected that the post holder will have the knowledge and qualifications indicated or their equivalent.

Desirable requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

| Professional qualifications | Essential | Desirable | Evidence |
|---|-----------|-----------|--|
| Educated to GCSE level or A level or equivalent experience, with good level of numeracy and literacy as evidenced by GCSE or equivalent qualifications | ✓ | | Application and documents |
| Up-to-date recognised First Aid qualifications including defibrillator and epi-pen training. | | ✓ | |
| Attainment of any other health-related qualifications, particularly any involving child mental health and physical health issues | | ✓ | |
| Professional experience | Essential | Desirable | Evidenced |
| Experience of basic First Aid | ✓ | | Application Interview References |
| Experience in a student support role within a secondary school | | ✓ | |
| Experience of working with students with additional needs, particularly social, emotional and behavioural difficulties including those demonstrating challenging behaviour. | | ✓ | |
| Ability to maintain detailed and accurate records and a proficiency in Microsoft Office 365 software. | ✓ | | |
| Personal skills | Essential | Desirable | Evidenced |
| Strong, accurate administrative skills, demonstrating attention to detail | ✓ | | Interview References |
| Reliable and punctual | ✓ | | |
| Knowledge of the rights and responsibilities of parents | | ✓ | |
| Commitment to safeguarding and promoting the welfare of our students whilst maintaining confidentiality | ✓ | | |



| | | | |
|--|------------------|------------------|-----------|
| Willing to undertake further training and CPD | ✓ | | |
| Shows initiative, organisation and time management skills | ✓ | | |
| Ability to establish a rapport with young people and their families. | ✓ | | |
| Ability to liaise effectively with a range of health professionals. | | ✓ | |
| Ability to work under pressure and act in a calm and practical manner | ✓ | | |
| Personal attributes | Essential | Desirable | |
| Keen to support the values, vision, ethos and culture of the school, recognising the needs of students, staff and the community. | ✓ | | Interview |
| Positive mind set with a passion for overcoming barriers. | ✓ | | |
| Strong working ethos with a pro-active, positive, enthusiastic and flexible approach. | ✓ | | |

Working conditions – environment, and physical effort or strain.

Frequent exposure to bodily fluids, vomiting and conditions caused by injury

Some emotional demands arising from student/parent contact over sensitive and confidential issues

Context/additional information

Role holders will occasionally be required to attend training to keep their skills and knowledge up to date.

There is a particular responsibility to maintain high standards of health and safety, in order to ensure that students and staff are protected from various hazards, within the framework of relevant risk assessments.

Testbourne Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Enhanced Disclosure Barring Service and other relevant employment checks.