

Job Advert

Welfare and Administration Assistant

Grade: G3 pro rata

Salary: £17,149 to £17,911

Work pattern: 10am - 4.15pm (Mon - Thurs) and 10am -3.30pm (Fri); 28 Hours a week Term Time Only + 5 INSET days (39 weeks)

Contract Type: Temporary – 1 year in the first instance with a view to extend after a year for the right candidate.

Start Date: September 2024

Would you like a fulfilling job at our amazing school? Join our office team as a Welfare and Administration Officer.

We are seeking an enthusiastic and dynamic individual to manage the welfare of the school. The role involves managing pupils with medical needs, providing first aid welfare support, and recording incidents. The appointed person will be responsible for welfare at Pinner Wood. They will also carry out an admin role within the office team and sometimes cover the reception desk.

We seek someone caring and competent in this area with excellent communication skills. The successful candidate will need to work well with the children at Pinner Wood and be the trusted person they can go to if injured or unwell.

Apply now to be part of our team

We're looking for someone who:

- Has experience working in a primary school
- Has experience and/or knowledge in first aid
- Is kind, caring, and supportive of the children who visit welfare and have medical needs
- Has the ability to multi-task and prioritize, with strong attention to detail
- Has excellent interpersonal, written, and spoken communication skills
- Is good at working in teams and independently
- Builds excellent relationships with families
- Has good IT skills and can use Medical Tracker and ARBOR
- Is able to build strong working relationships with internal and external parties

Why Choose Us

This is an exciting time to join our thriving primary school, recently rated outstanding by OFSTED. We are committed to providing the best educational opportunities for our students and families. We are currently in the process of transforming our office to ensure it is more efficient and effective. This role is a very key role in the team.

We offer:

- A caring school
- Well-resourced school
- A supportive and friendly staff team
- A commitment to supporting staff well-being

Pinner Wood School is committed to providing equality of opportunity and safeguarding, promoting the welfare of children and young people, and expects all staff to share this commitment. You will be required to complete an enhanced DBS check application form and if shortlisted, complete a confidential self-disclosure form. We complete online checks of any potential candidates.

Apply online only

For further information, please download the application pack from the school website:

[Recruitment - PWS \(pinnerwood.harrow.sch.uk\)](https://pinnerwood.harrow.sch.uk)

Visits are warmly welcomed and encouraged. Please contact the school to make an appointment with Miss Sarah Marriott, the Headteacher.

Closing date: Monday, 2nd September 2024, 9am

Shortlisting: Monday, 2nd September

Interviews: W/B Monday, 2nd September

Please submit your application to: recruitment@pinnerwood.co.uk