

## PERSON SPECIFICATION

### **IMPORTANT**

#### **THE REHABILITATION OF OFFENDERS ACT**

The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job, **YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE BACK PAGE OF THE APPLICATION FORM.**

If successful, you will also be required to apply for a Criminal Record Check from the Criminal Records Bureau. The level of check required for this job is Enhanced Disclosure. Further information is contained in the Further Details document enclosed.

**JOB TITLE: Welfare Assistant Support (Primary)**

**GRADE: 3    JOB REF: AAAD5026**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
Qualifications	- GCSE or equivalent in English & Maths	- NVQ2 or equivalent - Evidence of recent training	Application Form
Experience	- Ability to support children with medical needs (including toileting)  - Experience working with young children  - Effective behaviour management strategies.	- Experience of liaising with parents in conjunction with the class teacher - Experience of working with children and class teacher in EYFS - Experience of working with children with medical needs	Application Form  Letter of Application  Interview  Reference
Personal Qualities	- Patient - Dedicated - Enthusiastic - Calm - Sense of humour - Resilience - Commitment to supporting child with medical / toileting needs	- initiative to organise time and resources	Letter of Application  Interview  Reference
Other requirements	- Demonstrate oral & written communication skills - Committed to providing the best for children - Ability to work as a member of a team - Flexibility - Reliability	- Positive attitude and approach to all tasks and situations - Optimism - Good attendance record.	Letter of Application  Interview  Reference

Cheshire West and Chester Council is committed to supporting people with disabilities and will make reasonable adjustments to these requirements where this enables a disabled person to do the job effectively.