

DURHAM TRINITY SCHOOL & SPORTS COLLEGE
WELFARE ASSISTANT INTERNAL PERSON SPECIFICATION

CATEGORY	ESSENTIAL	DESIRABLE	EVIDENCE
Application	Completed Durham County Council support staff application form. 2 fully supported professional references to be taken up prior to shortlisting (one of which should be from current or most recent employer).		Application Form
Education	Relevant NVQ Level 2 or equivalent. Commitment to continuing professional development.	Moving and Handling trained First Aid qualification Team Teach trained	Application Form Interview
Experience	Experience of caring for others. Experience of working in 1:1 situations and with small groups of pupils/clients.	Experience of carrying out specific programmes.	Application Form Interview
Knowledge/Skills	Effective communication skills and the ability to listen. Ability to keep and maintain accurate records. To be able to use initiative and show empathy. Flexible approach to work. Fully aware of the need to preserve the dignity of every individual. Understand and respect the need for confidentiality. Be able to work as part of an effective team and understand the role of a welfare assistant.		Application Form Interview
Personal Attributes	Good organisational skills. Reliable and punctual. Have a polite, friendly and flexible approach to work. Have a good sense of humour. Be able to follow instructions. To keep calm and professional at all times. Full Enhanced DBS Clearance.		Application Form Interview References