**Welfare Assistant and Administrator**

For September 2020

Salary: 11-15 (£21,166 to £22,911) **pro rata**

Term Time only PLUS 2 weeks. 37 hours per week

We are seeking to appoint a suitably qualified and experienced professional to take up the role of Welfare Assistant and Administrator. The Welfare Assistant and Administrator will contribute to the provision of effective student safeguarding and child protection by supporting the Welfare Lead and wider safeguarding team in their roles.

We invite candidates who can demonstrate their ability to work directly with children in need and their families in the community in order to promote, strengthen and develop the potential of parents / carers and their children in order to prevent children from becoming looked after or suffering significant harm.

The successful applicant will be expected to attend relevant update training as required. This is a term-time plus 2 weeks’ role, working 37 hours a week, Monday-Friday, plus additional days during the holidays by arrangement.

The ability to communicate effectively with our students whilst working with our structures, using your own initiative and being proactive is essential.

We are a highly successful, over-subscribed Catholic secondary school in a pleasant, semi-rural location, with a commitment to safeguarding and promoting the welfare of children. We welcome applications from non-Catholics willing to support our Catholic ethos.

For further details of the school, the post and application forms, go to the school website - <https://www.stfrancis.cc/vacancies/>.

Completed forms, together with qualification certificates, should be returned to Mrs Siciliano at [ksiciliano@stfrancis.cc](mailto:ksiciliano@stfrancis.cc).

Closing Date: Friday 7th August at midday.

Interviews: Tuesday 11th August.