



DIOCESE OF WESTMINSTER
St. Joseph's Catholic Primary School
York Avenue, Hanwell, Ealing, W7 3HU
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Welfare Assistant

Required for September 2025

Group 4 school No. on roll 600 plus 26 fte nursery

We are seeking to appoint a highly motivated Welfare Assistant to join our friendly and very supportive school team to help administer the school's Welfare provision (32.5 hours per week term time Grade 5 Level 15 – FTE £32,931).

You will be responsible for:

- The welfare and first aid care of our pupils and staff
- Liaising with parents
- Maintaining First Aid resources
- Following pupil care plans for pupils with specific medical needs
- Keeping class teachers up to date with medical needs in their class
- Administering medication to pupils as prescribed by GP
- Providing administrative support, including photocopying, typing, responding to routine correspondence
- Maintaining robust manual and computerised records
- Monitoring of medication expiration dates
- Undertaking reception duties as and when required

The successful candidate will be First Aid and Paediatric First Aid qualified on taking up the position.

We can offer:

- A caring and positive working environment inspired by our strong Catholic ethos.
- Enthusiastic, happy children who enjoy learning.
- A welcoming, supportive, and industrious staff.
- A strong commitment to your own continuous professional development and growth.

To apply: Application forms (standard CES form) and further details are available from the school office. Closing date for applications: Friday 4th July 2025. Interviews will be held on Wednesday 9th July 2025.

We are committed to Safeguarding and promoting the welfare of children and this appointment is subject to an enhanced DBS disclosure and satisfactory references. In line with KCSIE 2024 and safer recruitment practices, the school will conduct an online search for all shortlisted candidates. The online search is part of our safeguarding checks and the search is purely about a candidate's suitability to work with children.