



ST. JOSEPH'S CATHOLIC PRIMARY SCHOOL

HEADTEACHER: MR C BRIGGS

DOBBIN CLOSE, HARROW, MIDDLESEX, HA3 7LP

Telephone: 020 8863 8531 - e-mail: office@stjosephs.harrow.sch.uk

www.stjosephs.harrow.sch.uk

WELFARE/RESOURCE ASSISTANT

Required from July 2026

The governors of St. Joseph's wish to appoint a patient, positive and enthusiastic person to the role of Welfare Officer to support the welfare and wellbeing of our pupils and to provide assistance with various other administration tasks. The position will be for 32.5 hours per week, term time only (8.30am – 3.30pm)

Salary: Scale G4 (pro-rata)

First Aid qualification essential

Experience of working with children is desirable

Knowledge of Safeguarding is desirable

Closing Date for applications: Friday 24th April 2026 at Midday

Interviews: Week Beginning Monday 27th April 2026

To apply please complete the Support Staff Application Form and deliver/email it to the school office

This is a permanent position subject to the successful completion of a 3 month trial period

The school is committed to safeguarding and promoting the welfare of children and expects all staff and children to share this commitment



St Joseph's Catholic Primary School

Job Description

Welfare Officer/Resource Assistant

Job title	Welfare Officer/ Resource Assistant
Salary scale	G4 – 32.5 hours per week term time only
Responsible to:	Headteacher
<u>Purpose of the job</u>	
<p>The Welfare/Resource Assistant will support the welfare and wellbeing of the pupils and provide general support to parents and staff with regard to pupil welfare within school. The post holder will also assist with resources including photocopying, ordering and displays</p>	
<u>Specific Responsibilities</u>	
<p>Welfare Duties</p> <ul style="list-style-type: none"> • Perform first aid and welfare duties • Follow medicine policy and update annually • Check defibrillator regularly organising training for staff as required • Termly briefing with team of first aiders • Arrange cover for welfare as required • Ensure contact files are kept up to date • Administer first aid, contact parents and accompany children to hospital as required • Maintain accurate medical records and ensure the staff are aware of relevant information relating to pupils including any changes in medical needs that may occur during the school year • Ensure all health care plans are updated at the start of the school year • Liaise with kitchen and update pupil allergy alert boards • Take a lead role on the management of medicines in school including parental consent and ensuring that all medication is in date and administered in line with medical guidelines including asthma inhalers and epipens • Liaise with the school nurse and local health authority in matters relating to pupils' health and well-being • Organise medical, dental inspections, inoculations and any other health related visits • Complete and process the Accident Report forms as required • Keep an inventory of and order first aid equipment and materials through school office • Inform immediately the Headteacher/Deputy Headteacher of any major incidents or accidents including injuries or contagious diseases • Communicate good practice in health and well-being to staff as required • Accompany children on educational visits and journeys when necessary as a first aider • Change children if they have soiled themselves • Liaise with school nurse and organise training for first aiders to ensure they are up to date – asthma/epipen training annually • Ensure up to date first aid certificates are kept in the medical room <p>Resource Duties</p> <ul style="list-style-type: none"> • To undertake photocopying duties • To collate and distribute newsletters, policy documents, work sheets etc as necessary • To laminate, mount materials, make books etc as required and assist with displays around the school • Sell second hand school uniform and account for monies 	
<u>Other duties</u>	
<ul style="list-style-type: none"> • Undertake any task reasonably requested by the Headteacher or designated nominee • Read, understand and adhere to the staff handbook and school policies relating to equal opportunities, health and safety, child protection and dealing with pupils, staff and parents • Support the safeguarding of staff and children • Maintain positive working relationships with all staff, parents, children, governors and visitors • Attend training courses as required • Attend school functions as required • Provide reception cover if required 	