

William Perkin Church of England High School, Greenford, Middlesex, UB6 8PR is seeking to appoint a

Welfare Officer – to start November 2019

Salary: Grade 6, scale points 18 – 20 (£27,369 - £28,356)

Full Time: 35 hours/week, 52 weeks/year*

Closing date: 12 noon on Monday 7th October 2019

Interview date: Wednesday 16th October 2019

Due to internal promotion we are looking to appoint a **Welfare Officer** to join our outstanding school as we grow into our seventh year. William Perkin Church of England High School opened as a Free School in September 2013 with its first intake of Year 7 students, and now has six year groups (7 - 12) totalling almost 1,160 students. The school is rated 'Outstanding' in all areas by Ofsted (June 2015) and SIAMS (October 2016) and is oversubscribed on first choice applicants.

In this fast-growing environment, the school office requires a **Welfare Officer** who will have responsibility for managing the school's Welfare Room and will be the primary contact for First Aid. The successful candidate will also support the Office Manager in all matters relating to School Trips, will have shared responsibility for reprographics and will assist with supporting day-to-day operations with Administrative Support in the school office.

This role is varied, busy and very fast-paced – the ability to work professionally under pressure to meet deadlines, and operate flexibly within the changing needs of the school, is essential.

This is a fantastic opportunity for someone looking to develop a career in school administration and while previous school experience is not essential, the ideal candidate will be able to demonstrate experience / knowledge of working in a busy office or customer service environment.

Excellent communication skills are essential, as is enthusiasm, commitment and a willingness to play an active role in the life of the school. If you are meticulous with an eye for detail, take pride in your work and have a "can do" attitude we would like to hear from you.

For more information about the schools please visit the Twyford Trust, William Perkin and Ada Lovelace websites. For more information about the role please see the Job Description on the Twyford Trust website at: <http://www.twyfordacademies.org.uk/recruitment/vacancies>

The successful candidate will have:

- A First Aid qualification (essential)
- A nursing or welfare qualification (or relevant experience) (essential)
- Educated to A Level, and GCSE passes in English and Maths (essential)
- Degree or equivalent (desirable)
- Experience/knowledge of administration in a fast-paced environment
- Excellent ICT skills
- Customer service experience
- A professional attitude and excellent attendance

We offer:

- Excellent working relationships at all levels

- On-the-job learning and development opportunities
- Membership of the Local Government Pension Scheme

The Twyford Trust

The Twyford Trust was established in October 2011 to enable an existing School, Twyford CE High School, to build on its successes and look outward to the large number of parents who were eager to become part of its community. The Twyford Trust aims to deliver outstanding education in a comprehensive school setting, and embraces the Twyford School motto 'Life in all its fullness', encouraging students to use their individual gifts wisely and well. Supported by the London Diocesan Board for Schools (LDBS), the Trust is the overarching organisation which provides support for all Trust schools - the Trust comprises four schools in the London Borough of Ealing.

William Perkin CE High School, Greenford

William Perkin Church of England High School opened as a Free School in September 2013 with its first intake of Year 7 students, and now has seven year groups (7 - 13) totalling almost 1,400 students. The school is founded on the successful systems and approaches of Twyford CE High School, with the principle difference that it is a distinctively Christian school with open admission criteria. The school is rated 'Outstanding' in all areas by Ofsted (June 2015) and SIAMS (October 2016) and is oversubscribed on first choice applicants. The Twyford Trust's fourth school – Ada Lovelace CE High School – opened in September 2018 and is temporarily based in additional accommodation at the William Perkin site until its own new building opens in September 2020. Ada Lovelace currently has 2 years groups with a total of 257 students.

How to apply

Please visit the Vacancies page of the Twyford Trust website

<http://www.twyfordacademies.org.uk/recruitment/vacancies> for more information about how to apply, and to download a Job description, Application Form and Letter to Applicants.

Applications must be submitted to **HR/Recruitment** at Twyford School by the closing date and time above. They can be **posted** to Twyford Church of England Academies Trust, c/o Twyford Church of England School, Twyford Crescent, Acton, London W3 9PP or **emailed** to recruitment@twyfordacademies.org.uk Please do not submit applications by fax.

The Twyford Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undergo the child protection screening appropriate to the post, including an enhanced disclosure from the DBS (Disclosure and Barring Service) and references from previous employers. For more information about the DBS please see <https://www.gov.uk/disclosure-barring-service-check>

You will also be expected to sign and adhere to the school's SAFEGUARDING CHILDREN & YOUNG PEOPLE and SAFE WORKING PRACTICE AGREEMENT which is available as a download on the school website Vacancies page.