



Welfare Assistant

Salary: G4 pro rata (actual £22,659.43 per annum).
Status: Fixed Term Contract (1 year with the potential to become permanent)
Hours of work: 32.5 hours per week - term time only.
(8.30 a.m. – 3.30 p.m. non-negotiable, with half hour lunch).
Start Date: 1st September 2025

Whitchurch Primary School & Nursery is a four form of entry school, situated in the London Borough of Harrow. We want the very best for every child in our school and as staff we work hard to ensure our children are happy and safe, so they can achieve their full potential. Our pupils' behavior and welfare is outstanding and our academic outcomes well above national average.

We seek an exceptional Welfare Assistant to work as part of our team in a varied role, comprising that of a welfare, clerical and general duties.

We are looking for someone who is:

- Highly competent in English and maths skills
- Willing, flexible and a good team player
- Honest, reliable and trustworthy with confidential information
- Able to work under their own initiative and under pressure
- A positive personality with a good sense of humour
- Commitment to engaging in CPD
- Has First Aid Qualification and has Paediatric First Aid training or equivalent

For an informal discussion please contact: Mr Martin Thompson-Lawrie, Deputy Headteacher at: deputy@whitchurchps.co.uk. We would strongly recommend booking a visit to the school to discuss the position. To arrange a visit email the HR Officer at personnel@whitchurchps.co.uk.

Closing date: Monday 23rd June 2025 - 12:00
Shortlisting: Monday 23rd June 2025
Interviews: Friday 27th June 2025

**We reserve the right to close this vacancy early if we are able to appoint before the closing date.
We therefore encourage applicants to submit their applications as soon as possible.**

Further information and application packs are available on our website: [Whitchurch Primary School and Nursery: Vacancies](https://www.whitchurchps.co.uk/vacancies). Please send your application by letter with the completed application form to Personnel, Whitchurch Primary School & Nursery, Wemborough Road, HA7 2EQ. Telephone 020 8951 5380 or emailed to personnel@whitchurchps.co.uk

We are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, satisfactory references and online check, medical clearances, evidence of essential qualifications and proof of legal working in accordance with the Asylum and Immigration Act 1996. We are an equal opportunities employer.

*Whitchurch Visions & Values: Learners today, leaders tomorrow
Our core values: respect, responsibility, resilience, honesty, generosity, self-belief*