



## Welfare Administrator

We are seeking to appoint an experienced Welfare Administrator to join our team, to take responsibility for the healthcare of all pupils and staff.

The successful candidate must be highly motivated and enthusiastic, with excellent communication and interpersonal skills, clear empathy and understanding. Experience in dealing with first aid care is essential.

This is a full-time position (8.00 am - 4.00 pm), term time plus 10 days during holiday time.

We offer friendly environment, high street discount package, continued CPD opportunities and free tea/coffee and lunch.

Further details and the application form can be found on the school website and should be sent with a covering letter to:

**Miss White, School HR Lead  
Avon House Preparatory School  
490 High Road, Woodford Green, Essex IG8 0PN  
020 8504 1749 HR@ahsprep.co.uk  
www.avonhouseschool.co.uk**

**The deadline for applications is Monday 16th September 2024 at 10.00am**

The school reserves the right to make an appointment at any stage. Applications will be reviewed on an ongoing basis so early applications are encouraged.

The school is committed to safeguarding and promoting the welfare of children. All appointments are subject to an enhanced DBS check and checks with previous employers.

