



# ST RICHARD REYNOLDS CATHOLIC COLLEGE

## Student Welfare Officer

*NJC scale 4/5. This is a full-time role, term-time only plus 1 week (40 weeks a year).  
36 hours a week (8am – 4pm)*

We seek to appoint a Student Welfare Officer for our College based in Twickenham. The Student Welfare Officer will be part of a committed and enthusiastic team of support staff, providing exceptional support for learning and teaching at our College in order to provide a world class education for our pupils.

The position will include administration and support in the following areas:

- Maintaining records and reporting on attendance and punctuality
- Management of Student Services
- Pastoral administration
- First aid support
- Other ad hoc administrative support, as required

Please see the attached job description for further details of the role.

Ideally, you will have experience of working in a school or with young people in a similar role.

**Closing date for applications:** Monday 19<sup>th</sup> February 2018

**Interview date:** Week commencing 26<sup>th</sup> February 2018

**Start Date:** ASAP

If you want to become part of our team and would like further information, please apply using the attached application form to [office@srrcc.org.uk](mailto:office@srrcc.org.uk) providing the names of two referees and a supporting letter.

*St Richard Reynolds Catholic College is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants will undergo appropriate child protection screening including checks with past employers and the Criminal Records Bureau.*



St Richard Reynolds Catholic Primary School, High School and Sixth Form  
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Diocese of Westminster