

**JOB DESCRIPTION**

<b>JOB TITLE</b>	Student Welfare Assistant
<b>EMPLOYER</b>	University of Brighton Academies Trust
<b>LOCATION (Academy)</b>	The St Leonards Academy
<b>GRADE</b>	East Sussex Single Status Grade 4
<b>RESPONSIBLE TO</b>	Academy Administration Manager
<b>MAIN PURPOSE OF THE JOB</b>	<ul style="list-style-type: none"> <li>• Student welfare and first aid</li> <li>• Maintenance of medical and free school meals records</li> <li>• General clerical duties and administrative tasks</li> </ul>
<b>MAIN TASKS / KEY RESPONSIBILITIES</b>	
<b>1</b>	To provide First Aid cover for all incidents, including: <ul style="list-style-type: none"> <li>• Contact parents when necessary</li> <li>• Arrange transport (calling an ambulance) to casualty or home</li> <li>• Maintain medical records (computerised and paper documentation)</li> <li>• Complete accident / incident / violence at work and Health &amp; Safety records on line</li> <li>• Order, purchase and regularly check medical supplies for First Aid boxes</li> <li>• Store and issue medication</li> </ul>
<b>2</b>	To cover Student Reception and telephone <ul style="list-style-type: none"> <li>• Monitor signing out</li> <li>• Respond to students' and parents' queries and needs</li> <li>• Be on initial behavior contact and process requests</li> <li>• Deal with lost property, collection point for reply slips etc</li> <li>• To distribute rewards to students</li> </ul>
<b>3</b>	To administer all free school meals
<b>4</b>	To administer Parent Pay as required
<b>5</b>	To assist in maintenance of student records, including SIMS
<b>6</b>	To assist with the arrangements for vaccinations
<b>7</b>	To provide cover for the roles of reception, reprographics and Administration Assistant when required.
<b>8</b>	To carry out all activities in line with the Academy's policies for Health and Safety, and Equal Opportunities
<b>9</b>	To participate in professional development activities and performance management activities as required

<b>10</b>	To undertake other reasonable duties as directed by your line manager
<p>This Job Description is correct at the time of print and gives the main responsibilities and tasks of the role. These may however be changed or added to as appropriate.</p> <p>There may also be the need for staff to undertake additional duties from time to time, appropriate to the level of the post. Should these additional tasks become a frequent part of the role, the job description will be revised through consultation with the post holder.</p>	
<b>Date: December 2022</b>	
<b>Additional Information</b>	
<ul style="list-style-type: none"> <li>• This post is subject to an Enhanced DBS Check</li> <li>• This post is exempt from the Rehabilitation of Offenders Act (1974) – applicants must be prepared to disclose all criminal convictions and cautions including those that would otherwise be spent under the Act.</li> </ul>	
<p><b>University of Brighton Academies Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.</b></p>	

## PERSON SPECIFICATION

### ESSENTIAL CRITERIA

#### EDUCATION AND QUALIFICATIONS

- 1.1 GCSE English & Maths qualification.

#### KNOWLEDGE AND EXPERIENCE

- 2.1 Experience of undertaking a range of clerical duties
- 2.2 Experience of, or willingness to learn, a range of computer applications

#### KEY SKILLS AND ABILITIES

- 3.1 Ability to work in an organised and methodical manner
- 3.2 Ability to maintain efficient record keeping systems
- 3.3 Ability to demonstrate basic keyboard skills for accurate computer input and retrieval
- 3.4 Excellent verbal and written communication skills.
- 3.6 Ability to work effectively as part of a team.
- 3.7 Ability to work in a discreet and sensitive manner demonstrating sensitivity with a pro-active attitude and not to be just reactive. To possess tact and an extreme sense of confidentiality.

#### PERSONAL ATTRIBUTES

- 4.1 Ability to demonstrate commitment to Equal Opportunities
- 4.2 Willingness to participate in further training and development opportunities offered by the Academy, to further knowledge

#### DESIRABLE CRITERIA

- 1.1 Sense of humour and equable temperament.
- 1.2 An understanding of educational accountability
- 1.3 First aid certificate, or willing to work towards