

Willow Tree Primary School

JOB DESCRIPTION

| | |
|------------------------|-------------------------------------|
| Job Title: | Receptionist/Welfare Officer |
| Scale: | 5 |
| Responsible to: | School Business Manager |

Main Purpose of Job:

1. Provide First Aid, care and assistance for pupils, staff and other persons on the school site (liaising with parents, staff and outside agencies as necessary.)
 2. To be responsible for promoting and safeguarding the welfare of children within the school.
 3. Under the instruction and guidance of the Headteacher and Senior Leadership Team (SLT), provide general support to the school.
 4. To implement the school's positive behaviour management policy consistently.
 5. To be responsible for promoting and safeguarding the welfare of children and young people within the school.
 6. Monitor whole school attendance, ensuring daily registers are correctly completed.
 7. Work with the Senior Leadership Team to monitor attendance.
-

Main responsibilities and tasks

Welfare Support for Pupils

- Provide first aid and pastoral care and assistance for children who are upset, ill, injured or require personal hygiene-related care in order to minimise distress
- Control and administer medicines and contact parents as appropriate ensuring at all times that the relevant rules and procedures are adhered to.
- Assist pupils in the use of specialised aids/equipment e.g., crutches with due regard to health and safety requirements.
- Under agreed school procedures accompany a child to hospital as necessary.
- Together with the SENDCO, liaise with the school nurse and other outside agencies in relation to routine medical screenings and pupil reports/risk assessments.
- Keep up to date and accurate records of first aid /treatments and the administration of prescribed medicines.
- Carry out other health related procedures such as gastronomy feeding, diabetes monitoring/checking, as required and in accordance with training provided.
- Contribute to plans to meet the needs of pupils with special educational needs, working with the class teachers, teaching assistants and the SENDCO as necessary.
- Maintain a stock of clean clothes for children who require them.
- Assist children with personal care when they have been sick or had toilet accidents.
- Liaise with the kitchen regarding lunches for children with allergies, ensuring the correct menus are created and communicated with parents.

Attendance

- Ensure daily attendance registers are accurate and complete, and follow up with staff members about any incomplete data
- Follow up on any unexplained absences with parents/carers, escalating issues as appropriate in line with school procedures

- Initiate and oversee the administration of absence procedures, for example letters home, attendance clinics and engagement with local authorities/other external agencies and partners
- In conjunction with the Data Administrator, manage attendance returns for the school census
- Manage the process of issuing penalty notices to parents, alongside Senior Leadership.
- Maintain accurate records of communications with parents/carers and relevant interventions, on the schools MIS.
- Build and refresh knowledge of the school's MIS and other relevant systems
- Produce and interpret attendance reports for school leaders, identifying key statistics, reasons for absence and any patterns of concern
- Track attendance of vulnerable groups of pupils and share information with school leaders
- Identify pupils that need additional support to improve their attendance
- Work with school leaders to develop and revise the school's attendance policy
- Implement children missing education (CME) procedures when appropriate, alongside the schools admissions officer.
- Provide regular reports to Senior Leaders to raise awareness of emerging at-risk pupils
- Alongside Senior Leadership, coordinate meetings with pupils and parents/carers to implement interventions and track progress
- Build positive relations with parents/carers to encourage family involvement in their child's attendance
- Identify, and where possible, mitigate potential barriers to attendance in partnership with families
- Carry out home visits, where necessary, to address attendance concerns for individual pupils
- Be alert to when persistent absence becomes a safeguarding concern and early help may be required
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary

Support for the School as/when needed and/or required

- Assist in the efficient preparation, maintenance and use of teaching resources.
- To provide general administrative support e.g., photocopying, checking of deliveries and liaising with the School Business Manager due to shortfalls/damages/queries
- Ensure paper registers are available for emergency situations.
- Ensure required registers and medications are taken to the fire points, in the event of evacuation.
- Assist with arrangements for visit by the school nurse, photographer.
- Look after lost property ensuring it is returned to the appropriate children.
- Help to maintain stocks and supplies within the welfare room.
- Assist with the medical and first aid arrangements for school trips and events.
- Maintain good working relationships and communication with colleagues and parents as required.
- Provide for the safety and well-being of the children and their social, educational and recreational needs
- To encourage children to take ownership of their own activity choices.
- To be aware of and comply with policies and procedures relating to child protection, anti-bullying, health, safety and security, SEN/Inclusion and data protection reporting all concerns to the appropriately named person.
- Participate in your appraisal arrangements as required.
- Alongside the SENDCO, to oversee and be responsible for any mobile equipment and its safe storage and be responsible for ensuring that it is safe to use and in good condition and reporting any faulty equipment to relevant person.

- To adhere to the school's policies and procedures.
- To undertake broadly similar duties commensurate with the level of the post.
- Actively participate in any appropriate training when required.

Resources

- Operate relevant equipment/ICT packages (e.g., word, excel, databases, spreadsheets, internet).
- Provide general advice and guidance to staff, pupils and others
- Manage all First Aid and Welfare Office supplies and equipment, ensuring that all items that may be needed / required are readily available and in stock for the normal operation of the Welfare Office.

Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting concerns to an appropriate person.
- Be aware of acceptable personal and social behaviour whilst dealing with children.
- Follow and adhere to the school health and safety policy incl. risk assessment and safety systems.
- Adhere to school policies on equality and inclusion.
- Contribute to the overall ethos/aims of the school.
- Securing and embedding and reviewing the pastoral and behavioural support systems present in the school.
- Be an active participant at training days and undertake training and development activities as appropriate – sharing acquired knowledge with other members of staff/parents where necessary.
- Undertake other similar responsibilities or activities commensurate with the level of the post, as required by the headteacher and members of SLT.
- To appreciate and support the roles of other professionals.
- Attend and participate in relevant meetings as required.

Note:

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed. It will be reviewed as required.