**WELFARE ASSISTANT**

**JOB DESCRIPTION**

**Hours of work:** 26 hours per week, Monday to Thursday, 8.30am to 3.30pm (with half an hour unpaid break), term time only.

**Salary:** Scale H3

**Reports to:** School Nurse

**Purpose of post:**

The post holder is required to support the School Nurse in the efficient day to day organisation and supervision of the medical room.

**Main duties and responsibilities:**

1. Day to day organisation and supervision of the medical room, creating a welcoming and caring environment for students and staff (staff will only utilise the medical room in emergencies).
2. Perform/administer first aid and welfare duties for all students as required.
3. Deal with telephone enquiries from parents, prospective parents and the general public in a professional and positive manner, communicating efficiently with school staff and external agencies.
4. Keep accurate and up to date medical systems and records, and comply with protocols and procedures.
5. Ensure there are accurate and up to date photographs and medical information on the school Medical Alerts list for every student in the school with a medical condition.
6. Support the School Nurse in compiling individual health care plans and ensure they are kept up to date.
7. Assist the School Nurse with ensuring all student medications are in date and have an up to date care plan with them.
8. Administer medication according to the Nower Hill High School Medication Protocol.
9. Audit and maintain all mobile first aid kits.
10. Assist with the organisation of medical inspections.
11. Assist with the organisation and administration of immunisation programmes, lead on the practicalities when the immunisation team attend school.
12. Advise students when appropriate on the maintenance of good physical and mental health.
13. Ensure the medical room is kept clean and report any maintenance issues to the Site Team.
14. General administration to support Student Wellbeing.

**General:**

1. Willing to undertake and make future use of any training which the school deems necessary or desirable, such as first aid training.
2. If you are bilingual or intermediate in another language, to be prepared to attend, occasionally and by prior arrangement, Parents’ Evenings to support in translating for parents, for which time off in lieu will be given.
3. In addition to the above, any other administrative task requested by the Deputy Headteacher Student Support and/or the Headteacher.
4. Administrative roles at Nower Hill High School are subject to change over time, by negotiation, depending on the needs of the school and/or professional development.

**WELFARE ASSISTANT**

**PERSON SPECIFICATION**

**Essential:**

* to relate positively to students and be helpful and patient
* to have good customer care skills when dealing face to face and over the telephone with students, parents, visitors and staff
* to present the school in a professional, courteous, friendly and business-like manner
* to possess a pleasant personality and a good sense of humour
* to be smart and presentable
* to have excellent IT skills especially
* to pay attention detail in all work produced
* to be very well organised, methodical and accurate
* to view constructive criticism as positive input
* strong desire to develop own skills and to support others in developing their skills
* to be flexible in approach and to complete any reasonable tasks relating to the role
* to have excellent attendance and punctuality (typically 95% or higher)
* to have a positive outlook and a “can do” approach; show initiative and a willingness to work as part of a team
* to be committed to the principles and practice of equal opportunities
* to be committed to student welfare and safeguarding principles of the school

**Desirable:**

* to have experience of working in a medical related environment
* current and/or previous experience of successful work in a school or college
* experience of using Bromcom