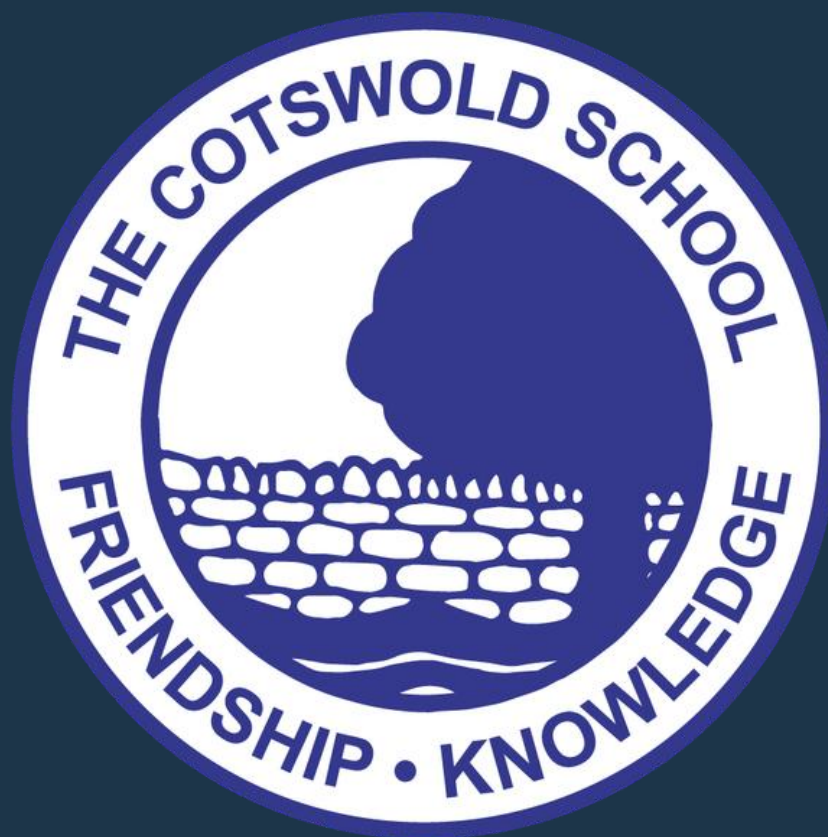




Welfare Lead (Student Health) Application Pack

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Job advert

Role: Welfare Lead (Student Health)

Reports to: Governors, Headteacher, Deputy Head Teacher

Contract: Part Time, Term Time Only

Hours: 32.5 hours per week, 8.30am - 3.30pm, term time only (not including INSET days), with 30 minute lunch break

Grade 6, point 15 of the NJC Pay scales (£30,014 FTE, £22,051 actual)

Closing Date: Monday 5th October, 9am

From November 2026, we are looking to recruit a resilient, well organised part-time Welfare Lead to join our busy school. This is an exciting opportunity for someone who can be flexible, remains calm under pressure and is able to communicate easily with colleagues, students and parents. Experience working within a school environment would be an advantage but not essential.

WE ARE LOOKING FOR THE FOLLOWING SKILLS AND QUALITIES:

- The ability to work independently and as part of a team
- Ability to prioritise workload and multitask
- Excellent people skills and the desire to provide professional support to students, staff and parents
- Honesty, integrity, confidentiality and a 'can do' attitude at all times
- A good communicator and team player

WE CAN OFFER YOU:

- Full training and support in Child Protection and Safeguarding with shadowing of experienced members of staff
- The opportunity to be part of a dedicated safeguarding team within a caring school environment
- A varied role incorporating practical, organisational and administration skills
- Opportunities for professional development
- Option to join a pension scheme with generous employer contribution
- Employee benefits including an Employee Assistance Programme & Cycle to Work scheme
- A commitment to staff wellbeing
- Free onsite parking including electric car charging points

The Cotswold School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff, Governors, visitors and volunteers, to share the same commitment. This position is subject to an Enhanced DBS check.

We reserve the right to close this vacancy before the deadline so early applications are encouraged.



THE
COTSWOLD
SCHOOL

Creating Brilliant Futures

Welcome from Will Morgan, Headteacher

Thank you for your interest in this post.

Based in the stunning village of Bourton-on-the-Water, Gloucestershire, The Cotswold School has earned an 'Outstanding' reputation as a popular and successful 11-18 comprehensive academy.

Please watch our video, Welcome to The Cotswold School, to find out more from teachers and students about what makes our school an inclusive, ambitious and happy place to learn.

I am proud to lead an incredible team of staff, who go the extra mile to provide our students with an inspiring education, fully equipping them for their future lives. The values of friendship and knowledge, symbolised on our badge, underpin all our learning and development activities and ensure that the wellbeing of our students and staff is also cared for.

At the heart of our school ethos is a commitment to excellent teaching and aspiration, which drives progress and attainment. Our students thrive academically and also personally, with opportunities to take part in musical performances and a huge range of extra-curricular clubs; writing competitions and debates; community fundraising; student leadership; and careers events.

We have an inspiring and caring school community, which includes families, local businesses, our staff, PTA and, of course, our students. Why not have a look at our website News pages, to see how we have found ways to support ourselves and others and develop our learning and talents?

Successful candidates who are shortlisted for an interview will be contacted by email or phone.

I look forward to hearing from you.

Will Morgan
Headteacher



Job description

Job Title: Welfare Lead (Student Health)

Responsible to: Governors, Headteacher, Deputy Headteacher

Overall Responsibility

To promote the physical, emotional and mental wellbeing of all students.

To support students with medical issues and to administer First Aid as required.

To manage the medical room and maintain medical data held for students

To keep accurate records of medication held in school.

To record accident and incident data.

To be flexible and take on other duties as required.

To contribute to the safeguarding and promotion of the welfare and personal care of the children and young people with regard to the Keeping Children Safe in Education (KCSIE) guidelines and Area Child Protection Procedures.

Job Outline

- To manage the medical room and administration related to student health
- To provide first aid to students as required during the school day and to respond to medical emergencies
- Contact parents for permission to administer non- prescription medication such as analgesics or if a child is ill and needs to be collected
- Liaise with parents if a student has been injured or is unwell
- To administer medication to students as prescribed by their GP during school hours
- To implement a system to record and track medication kept at school
- To check risk assessments have been carried out by trip leaders for school trips for those students with medical needs
- To prepare and replenish the First Aid kits for school trips and departments
- Ensure the appropriate student medical records are kept up to date: to liaise with school staff as appropriate, in order to share any health or medical concerns without breaking confidentiality
- To carry out a weekly audit of medicines and order medical supplies
- To organise diabetic training for staff who require this
- To carry out monthly testing of the Automated External Defibrillators (AED)
- To support the safeguarding team in advising them on all matters relating to child safeguarding and share responsibility for child protection
- To maintain high standards of confidentiality
- To undertake relevant training as required
- Set a good example in terms of personal presentation, attendance and punctuality.
- To be flexible and help other staff members as required

Other Specific Duties

Health and Safety

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.
- Manage the pupils Health and Safety, taking appropriate action related to any problems or emergencies that occur.

Continuing Professional Development

- In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments related to school efficiency, which may lead to improvements in the day-to-day running of the school.
- Undertake any necessary professional development as identified in the School Development Plan taking full advantage of any relevant training and development available
- Maintain a professional portfolio of evidence via SchooliP to support the Performance Management process - evaluating and improving own practice.

The Cotswold School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff, Governors, visitors and volunteers, to share the same commitment.

This position is subject to an enhanced DBS check, satisfactory references and checks regarding suitability to work with children. This post is in regulated activity and is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975, amended 2013 & 2020).

The successful applicant will be subject to all necessary checks and be required to provide evidence of identity, right to work in the UK and professional qualifications (where relevant). In line with KCSIE, we will conduct an online search for all shortlisted candidates. Any relevant information will be discussed further with the applicant during the recruitment process.

Whilst every effort has been made to explain the duties and responsibilities of the post each individual task undertaken may not be identified.

We are an equal opportunities employer and value and respect diversity across our whole school community. This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

Person Specification

Welfare Lead (Student Health)

Qualifications and Experience

Essential

- Qualified to GCSE level (or equivalent) standard

Desirable

- First Aid Qualification - training can be given
- Experience of working in an educational environment
- Administrative experience

Knowledge and Skills

Essential

- Strong organizational, time management, and record-keeping abilities.
- Approachability and willingness to help
- A discreet and diplomatic nature with respect for confidentiality at all times
- Ability to maintain a professional manner in challenging situations
- Flexibility when needed to cover other areas
- Able to work comfortably with repeated interruptions and unexpected requests
- Able to produce accurate work and actively check output
- Work flexibly, able to prioritise and multi-task to meet deadlines in a busy environment
- Able to use initiative, work as part of a team, happy to receive and accept direction/delegation
- A good verbal and written command of the English language (including spelling and grammar)
- MS Office skills (Word, Excel, OneDrive, Outlook)

Desirable

Knowledge of SIMs

Personal Qualities

- Sympathetic and caring
- Calmness, positivity, patience and a sense of humour
- Diplomacy, tact and the ability to be assertive when necessary
- Self-motivated
- Able to work under pressure and to meet deadlines
- Agreement with the School's ethos: The pursuit of excellence within a caring community

Evidence

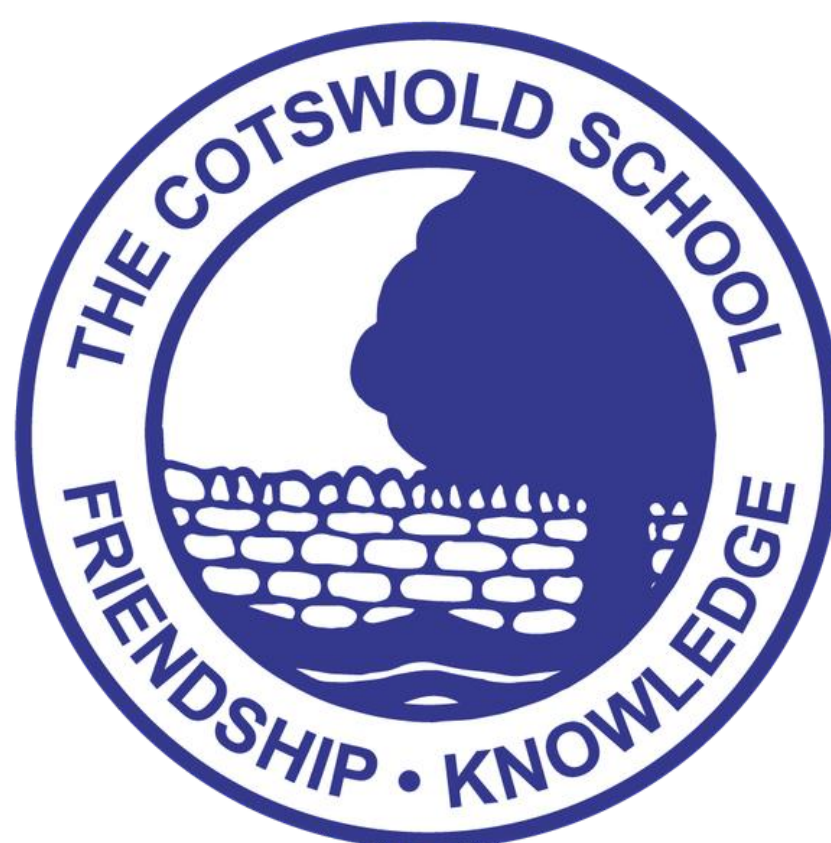
- Application form
- Letter of Application
- References
- Interview
- Certificate/s (to be available at interview)

Notes to applicants

- Please do not use the TES or Gloucestershire County Council application form. Please use The Cotswold School Application Form which can be downloaded via our website
- Please complete the application form in full to ensure that full consideration can be given to all candidates and to comply with legal requirements relating to recruitment in schools
- Please do not include a CV or write 'see CV' in any sections on the form
- Please ensure that you include the title of the post that you are applying for (Section 1)
- Please provide an explanation for any gaps in chronological dates relating to education and employment history (Sections 4,5 & 6)
- If you are not writing a covering letter to submit with your application, then please complete Section 10, in full
- Please provide full details of two referees (Section 11)
- Both declarations (Sections 15 & 16) must be signed and dated
- Once completed, please return your application form by email to Mrs C Chapple, cchapple@thecotswoldschool.co.uk
- If returning by post, please send to Mrs C Chapple, The Cotswold School, The Avenue, Bourton on the Water, Cheltenham, Gloucestershire GL54 2BD
- The closing date and time must be strictly adhered to.
- We reserve the right to close this vacancy before the deadline so early applications are encouraged.
- All information given will be treated as confidential

The Cotswold School is committed to equality, diversity and inclusion and welcome applications from all sections of the community. If you require additional help with our recruitment process, please contact Mrs C Chapple, HR Officer (contact details above).





The Cotswold School
The Avenue
Bourton-on-the-Water
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GL54 2BD

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01451 820554

email: cchapple@thecotswoldschool.co.uk

