



Candidate Information for Welfare Officer (Starting as soon as possible)

CHC Federation

Claremont Primary School, Claremont Road, London, NW2 1AB & Childs Hill School, Dersingham Road, London, NW2 1SL

<https://www.claremontprimary.barnet.sch.uk/> <https://www.childshill.barnet.sch.uk/>

@Claremont_NW2

@Childshillprimary



Welcome from the Executive Headteacher

Dear Future Colleague

I am delighted that you are interested in joining our team.

I am proud to be the Executive Headteacher of CHC Federation, serving the NW2 community. Claremont and Childs Hill are happy thriving 2 form entry schools and we are proud to be part of The Elliot Foundation Academies Trust.



We have an inclusive and progressive approach to learning, wellbeing and imagination of every pupil in within our diverse, caring and harmonious schools and ARPs (Additional Resource Provision for autism). Our schools have a strong caring ethos, whilst at the same time having a clear focus on the pupils' learning and progress. Everyone in our schools are committed to ensuring that our children feel safe, happy and valued as well as ensuring they achieve their very best and develop a lifelong love of learning. We work hard to provide a rich and varied curriculum to give our children experiences they will remember and benefit from through their lives. Our federation aims to achieve a clear and simple goal. We teach all of our children to value their learning, be proud of themselves and to empathise with others. We ensure they see the worth and transformative power of creativity.

At the heart of both our schools is our restorative approach to behaviour management where shared values, a caring attitude, good relationships and a sense of belonging are key factors. It is central to who we are and it permeates all areas of school life.

If you think you can contribute to our aims and ambitions we would love to hear from you. Working in education is a rewarding vocation and you will be joining a wonderful team determined to provide an outstanding education for our pupils.

Dan Hawkins
Executive Headteacher





Job Description & Person Specification

Purpose of the Job:

To provide effective, high-quality first aid to pupils. Manage complex welfare and medical needs and requirements of specific students. Prepare IHP (Individual Health Care Plans) for relevant students in line with the Welfare Policy. Taking the very best care of all of our pupils, always being patient, kind and understanding of their needs however big or small they may be. Keeping key staff informed. Offering care and comfort to pupils when needed.

Key Duties:

- Lead provider of emergency and routine first aid treatment for students, staff and visitors in line with school policies.
- Develop current practice and maintain a high quality of first aid for all those pupils.
- Exercise complete discretion and maintain confidentiality at all times
- Ensure the smooth and efficient running of the welfare room, ensuring efficient systems and processes are in place
- Promoting the mental and physical welfare of pupils.
- Be aware of the particular medical conditions of pupils and giving necessary treatment or medication with the written consent of parents and in line with school policy, keeping key staff informed and up to date.
- Liaising with key staff about children's medical needs, treatments and medications i.e teachers, assistant SENCO and Inclusion lead.
- Liaise with NHS staff and other external bodies and organises visits and events ie, dental hygiene, height and weight checks etc.
- Work closely with external health care professionals or health related bodies to ensure seamless and continuous care.
- Work closely with families and be an approachable member of staff.



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First Aid

- Provide a high standard of service to students, members of staff and any visitors while on site.
- Provide first aid and emergency care as required.
- Supervise diabetics when they check their blood sugar levels.
- Supervise the taking of medication and recording as necessary.
- Checking expiry date/dosages and make sure they are kept securely at all times.
- Monitor and maintain stock for first aid kits.
- Research and follow best practice and specific directives on immunisation procedures relevant to the school community.
- Follow procedures for the safe disposal of clinical waste e.g. epi pens, needles etc.
- Manage safe storage, usage and disposal of medical supplies and drugs.
- Maintain medical room stock ensuring high standards of hygiene and cleanliness.

Administrative

- Maintain medical records accurately, confidentially and safely making effective use of the school's Information Management System.
- Keep accurate records to ensure rapid retrieval of accurate information.
- Record the supervision of all medication following established drug protocols.
- Liaise with appropriate external bodies and manage all inoculation days for students

Health & Safety

- Keep accurate records of reported accidents following established protocols and producing reports.



Job Description & Person Specification



Requirements	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • First aid qualification • Good numeracy and literacy skills 	<ul style="list-style-type: none"> • Nursing or healthcare qualification • Age appropriate first aid qualifications for example, Paediatric 6-12 years. • Knowledge of food allergies
Experience, Knowledge & Skills	<ul style="list-style-type: none"> • Working under pressure with rapidly changing priorities. • Excellent communication skills, both verbal and written • Ability to form positive working relationships with staff at all levels • Emotionally intelligent, confident and decisive • Willingness to share ideas, to learn from colleagues and to seek support where necessary • Excellent organisational skills and ability to meet deadlines • Solution-focused and adopts a 'can do' attitude' • Confident in use of ICT • Previous experience of working in a similar setting or equivalent ie, nursing or caring. • Understanding of social and emotional factors that affect children's well-being and their capacity to learn • Able to be calm and remain professional in an emergency situation and follow agreed procedures in a professional manner. • Awareness and understanding of issues relating to equality of access and opportunity. • Be willing to participate in essential training ie, safeguarding, first aid, health & Safety 	<ul style="list-style-type: none"> • A working knowledge of statutory regulations and policies • Experience of working with children, young people and families in education, social care or the voluntary sector • Experience of delivering first aid and medication to children with special educational needs

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Requirements	Essential	Desirable
Personal Qualities	<ul style="list-style-type: none">• Good attendance and punctuality• A calm manner• Ability to empathize with the needs of children• Be committed to the inclusion and equality for all• Common sense and ability to take responsibility• Able to work calmly and with patience.• To be physically fit.	



Salary, Hours & Employee Benefits

Salary: Barnet UR Grade B (Pts 5-7)
Actual Salary £18,374.90-£18,903.87 pro-rata (£28,519.00-£29,340.00 FTE)

Working Hours: 27.5 hours per week (8.00am-1.30pm) Monday to Friday
Term time only(39 weeks in total)

Employee benefits include: Access to an Employee Assistance Programme; cycle to work scheme and tech purchase scheme.

How to apply

If you are interested in applying for this role, please download an application form from the website and return your completed application form to head@childshillprimary.org if you would like to discuss the role or arrange a school visit please email fiona.rafter@childshillprimary.org

Closing Date: Monday 11 November 2024 @ noon
Interview Date: Thursday 14 November 2024

*Although this is our intended interview date, in certain circumstances this may be subject to change

Safer Recruitment: We are committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are expected to share this commitment and behave in a way which reflects this.

Appointment to this post will be subject to satisfactory safeguarding pre-employment checks, including a Barred List check, Disclosure and Barring Service check and references. Find out more about our [Safeguarding policies](#).

Please note, it is a criminal offence to apply for this post of employment if you are barred from working with children and young people.





TEFAT Values

Put children first

We trust and value your professionalism

We share the responsibility for the learning and welfare of all of our children

Our purpose is to improve the lives of children

Be safe

Don't assume that someone else will do it

Look after yourself, your colleagues and all children

We are all responsible for each other's safety and well being

Discuss any concerns with an appropriate member of staff

Be kind & respect all

People are allowed to be different as are you

Kindness creates the positive environment we all need to flourish

This kindness should extend to ourselves as well as to others

Be open

If you can see a better way, suggest it

If someone else suggests a better way to you, consider it

We exist to nurture innovators and support those who take informed risks in the interests of children

Forgive

We all make mistakes

Admit them, learn from them and move on

Make a difference

Making the world a better place starts with you

Model the behaviour that you would like to see from others



The Elliot Foundation Academies Trust

The simple fact that you are considering a job with a school in The Elliot Foundation, and you wouldn't be reading this if you weren't, makes you one of the good guys. You can't succeed in primary education without a belief that tomorrow can be made better than today by investing in our young people. So can I start by saying thank you. But the real reward will be the job itself. There are few things more optimistic and rewarding than working in a primary school on a daily basis where you get to see the remarkable things that young children can achieve when we believe in them and support them.

I am not saying that there won't be difficult days or even difficult terms as all of our schools serve communities with significant levels of challenge and the Covid pandemic has made things much harder. But you will be part of a supportive family that believes in you as much as we believe in children. Indeed our children can't and won't thrive if our staff are not nurtured and grown.

The Trust consists of 29 schools spread across 3 different regions in the UK (London, East Anglia and the West Midlands). Working with The Elliot Foundation will mean you will be given continuous opportunities to challenge and develop your skills often in more than one school. If you have the ambition for yourself and the children in your care we will take you as far and sometimes further than you believed possible. I look forward to working with you.

Hugh Greenway
Chief Executive Officer

