

# Durrington High School

## Welfare Officer

### JOB DESCRIPTION

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#### What is the purpose of the job?

- ◆ To work alongside our welfare administrator in order to deliver an outstanding service to students, parents/carers and staff. This will involve working with young people and performing a variety of appropriate first aid treatment and administrative tasks
- ◆ To provide a high quality service for the school
- ◆ Be able to implement and uphold school rules, policies and ethos; being an excellent role model for students
- ◆ To be responsible for safeguarding and prioritising the welfare of children
- ◆ Maintain accurate records, collate and share data with relevant parties

#### What are the job particulars?

- ◆ DMAT salary Grade 5 scp 8 £20,698 pro rata (£17,912 actual salary) – 37 hours per week 8.30-4.30pm Monday to Thursday and 4pm Friday term time only plus training days and major school events i.e. Open Evening and Sports Day
- ◆ Accountable to the Director of Operations and Headteacher
- ◆ The activities outlined in this job description are in addition to those general conditions of service and may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

## Activities – what do you have you have to do?

- ◆ Promote and safeguard the welfare of children and young people at Durrington High School
- ◆ Ensure medical notes are up to date on the SIMS student database
- ◆ Maintain confidentiality at all times ensuring we are GDPR compliant
- ◆ Confident to deal successfully and efficiently with a diverse community with a professional and positive 'can do' attitude whilst remaining calm and reassuring; as the majority of the role is spent with students, speaking with parents.
- ◆ Ensure that all student's medication held in school is kept securely in a labelled box and that medication is up to date
- ◆ Maintaining and recording an individual log for those students who regularly take medication in school
- ◆ Accountable for all medical reporting including managing medicines, health care plans, referrals to the school nurse, issuing of appropriate medical passes, vaccination letters and any other relevant medical paperwork
- ◆ Contact feeder schools annually to ascertain medical requirements for incoming students attending their new 'Intake Day'
- ◆ Keep parents/carers/staff fully informed; being able to build effective relationships
- ◆ To be the primary first aid officer for the school and carry out first aid to all students and staff when required
- ◆ All relevant training courses should be completed
- ◆ Ensure the medical room is kept clean and tidy and all supplies are fully stocked including first aid boxes around the school
- ◆ Report all accidents using the online reporting systems
- ◆ Liaise with pastoral/child protection and any other stakeholders as and when the need arises
- ◆ Assist where appropriate first aid requirements for school trips; to include creation of medical cards
- ◆ Provide lists of students with IHCPs for trips / fixtures
- ◆ Assist where appropriate with any medical reporting
- ◆ Provide support/ advice for relevant policies and procedures
- ◆ Ensure on a daily basis that the defibrillator is working
- ◆ Issue medical alerts to appropriate members of the school community
- ◆ Work closely with the general office team and student services; supporting them if required.

## Person Specification

Attributes	Essential	Desirable	How identified
<b>Physical and sensory</b>	Ability to work under pressure and manage time effectively Demonstrate robustness and emotional resilience in challenging situations.		Evidence will be taken from your application, interview and references
<b>Qualifications</b>	A good standard of education and IT skills. First Aid trained/knowledge Training can be provided	Previous medical experience	Evidence will be taken from your application, interview and references
<b>Experience</b>	Confidence in working with young people.	Experience of working in a secondary school.	Evidence will be taken from your application & interview
<b>Training</b>	Willing to be responsible for your own professional development and to disseminate best practice to colleagues		Evidence will be taken from your application, interview and references
<b>Specialist knowledge</b>	Have a strong interest in caring for young people.		Evidence will be taken from your application, interview and references
<b>Leadership skills</b>	Be able to prioritise and ensure no important task is left undone. Be proactive, but know when to refer on.		
<b>Skills and qualities</b>	Proven willingness and capacity for hard work. An excellent communicator. Be extremely accurate, with attention to detail. Be able to maintain a calm and measured manner at all times and act with tact, diplomacy and sensitivity. Highly motivated, clear thinking and principled. Committed to equality of opportunity. Be confident in using word and excel spreadsheets, Google documents		Interview Tasks References