



Job Description	Welfare Officer
Salary Scale	SCP 5-8 (£22,158-£23,405) 36 hours per week (term time only)

Purpose

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 accountabilities

Medical Care

- Looking after the Welfare room, keeping it tidy, safe and organised.
- Maintaining high levels of hygiene in the Welfare room.
- To act as the primary First Aider for the school and be responsible for the day to day management of the welfare room and medical facilities in school, including maintaining stocks of first aid materials and kits.
- Promoting the mental and physical welfare of the pupils.
- Caring for sick or injured pupils, administering first aid for injuries or sickness.
- Take a leading role when managing accidents and keeping the Headship Team informed at all stages.
- Being aware of any particular medical condition of a pupil and giving necessary regular treatment or medication with the written consent of parents and in line with school policy, keeping key staff informed and up to date.
- Have knowledge of individual care plans and risk assessments for children with medical conditions and injuries as appropriate.
- Liaise with staff reasonable for overseeing children's medical needs as appropriate i.e. School SENCo
- Support families and be an approachable member of staff in times of need.
- Keeping school medical records accurate and up to date at all times.
- Keep a record of incidents and produce reports as required.
- Helping to develop an awareness of personal hygiene in pupils.
- Liaise with the school nursing team and seek further advice where necessary for contagious diseases
- Assist in arranging NHS visits/other visits & events i.e. dental hygiene, heights and weights etc.
- Supervise diabetics when they check their blood sugar levels
- Monitor and maintain a register of students who have medicines in school and ensure a consent form is fully completed in each case.
- Supervise the taking of medication at the appropriate time, checking expiry date/dosages and make sure they are kept securely at all times.
- Organize clean clothes for pupils when required.
- Complete the appropriate forms in the event of an accident at school.

Wider Welfare

- Check on pupil attendance and punctuality each morning
- Make first day absence calls where absences have not been notified to the school
- Record lateness and communicate patterns to the school administrator and senior colleagues.
- Oversee the late collection of pupils and record accordingly
- Monitor patterns of late collection and communicate to the school administrator and senior colleagues
- Attending training courses relevant to the role.
- To deliver first aid and other health-related support and, including the associated administrative tasks, for the school.

Communication skills

Build and maintain effective working relationships with pupils, parents/carers, colleagues and other professionals to ensure the appropriate level of service is provided.

Have excellent written and spoken English.

Whole School Support

To liaise with key members of staff including the teachers, support staff and site manager.
To use the Scholarpack database to input information as required by the school.
To assist with the admissions process as and when required (including home visits).
To assist with general administrative tasks as and when required.
To support the school with special events, such as school concerts, plays, parents evening etc.

Physical Effort

Occasionally there may be a requirement to use positive handling techniques in accordance with school policy and after appropriate training.

Safeguarding

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment.

Flexibility

The jobholder may be required to carry out other reasonable duties commensurate with the grade, as requested by line manager. This job description is not exhaustive and may change as the post or the needs of the Federation develop. Such changes will be subject to consultation between the post holder and their manager and, if necessary, further job evaluation.

Equality

We are committed to equality of opportunity in the provision of our services. All staff are expected to promote equality in the work place and in the services we offer.

Promotion of 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

Person Specification	Welfare Officer
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Criteria	Essential	Desirable
Education	<p>Current first aid at work certificate or willingness to undertake training ASAP</p> <p>GCSE grade A to C in English and Math's or equivalent</p> <p>Confident IT user</p> <p>First Aid at work qualification.</p>	<p>Age appropriate first aid qualifications for example, Paediatric 6-12 years.</p>
Relevant Experience	<p>Working under pressure with rapidly changing priorities</p> <p>Working with people and maintaining good relationships with them</p> <p>Experience of record keeping both manually and electronically</p> <p>Experience of administrative tasks and processes and recording information.</p>	<p>Ability to use Scholarpark</p> <p>Held a post in a busy school or office environment</p> <p>Experience of working with children of relevant age.</p> <p>Awareness of safeguarding and child protection procedures.</p>
Knowledge & Skills	<p>An excellent listener and communicator both orally and in writing</p> <p>Able to be calm, patient, courteous and kind with children / adults in distress</p> <p>Able to be calm and remain professional in an emergency situation and follow agreed procedures in a professional manner</p> <p>Able to manage frequently changing priorities stay on task</p> <p>Well organised and able to plan ahead</p> <p>Able to work effectively in a team situation and self-manage</p> <p>Excellent ICT skills</p> <p>Awareness and understanding of issues relating to equality of access and opportunity.</p>	<p>Knowledge and understanding of relevant school policies and procedures such as safeguarding, health and safety, positive handling, data protection, relationships and equal opportunities.</p> <p>Knowledge and understanding of relevant legislation and statutory guidance.</p> <p>Knowledge of health and safety procedures</p>

Personal characteristics	<p>Good attendance and punctuality.</p> <p>Understanding and respectful of confidentiality.</p> <p>Common sense and ability to take responsibility.</p> <p>Able to work calmly and with patience.</p> <p>To be physically fit</p>	
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