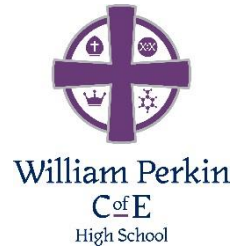




## Twyford Church Of England Academies Trust

“I have come that you might have life and have it to the full” John 10 v10



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### William Perkin Church of England High School

#### Job Description

<b>Job Title</b>	<b>Welfare Officer</b>
<b>Grade:</b>	Grade 6, scale points 18 – 20 (£27,369 - £28,356)
<b>Line Manager:</b>	William Perkin Office Manager
<b>Supervisory Responsibility:</b>	None
<b>Hours:</b>	Full time (35 hours/week)*

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#### Main purpose of the job

1. To act as the School’s primary First Aider and manage the School Welfare Room
2. To support the Office Manager in all matters relating to School Trips
3. To have a shared responsibility for reprographics tasks
4. To act in support of the Administration Team and wider school.

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#### Specific responsibilities and tasks

##### 1. To act as the School’s primary First Aider and manage the School Welfare Room

###### Dealing with students and liaising with others

- To lead and manage the whole-school First Aid provision by acting as the primary First Aider
- To assist students who attend the Welfare Room and ensure that the correct procedures are followed as per the First Aid Policy and Individual Health Care Plans
- To maintain a log of support given to students in each case by logging the details on SIMS
- To liaise with parents/carers, the School Nursing Team and other agencies where necessary
- To always inform parents/carers of any head injury and to give the student a Head Injury Card
- To liaise with parents, the School Nursing Team and other agencies where necessary
- To liaise with parents and the School Nursing Team regarding immunisations and assist in the preparations for vaccinations given at School
- To signpost any student concerns to the Child Protection Team and/or Head of Year including any non-accidental incident
- To signpost to the Tutor and/or the Head of Year if a particular student’s visits to the Welfare Room become very regular

###### Administration and Student Induction

- To attend Student Induction Events (e.g. Individual Meeting Evenings) for each new intake of students in order to meet and discuss medical needs with parents/carers and the Borough Nurse

- To make contact with parents/carers of students who are offered an in-year place in order to discuss medical needs
- To ensure that Individual Health Care Plans for students are completed and filed correctly and to ensure that these are updated annually or when a student's medical needs change
- To complete the relevant paperwork for individual student medications received in school and to ensure that these medicines are stored appropriately, logged in SIMS and in date
- To routinely check if student medication is about to expire and to make contact with parents/carers in order to obtain a replacement
- To hold an emergency stock of permitted medicines (spare Asthma Inhalers and Epi-Pens) for distribution to students in an emergency and to ensure individual parental consent for this
- To create and maintain Student Profile Booklets for key staff/areas regarding students with life-threatening medical needs (e.g. allergies, asthma, diabetes, etc.)
- To create posters for display in the staff room and school office that reiterates the steps to take during an emergency

### Managing the Welfare Room

- To assist with the creation, implementation and management of the Welfare Room cover rota in order to coordinate support from other First Aiders
- To manage the Staff First Aid Register and ensure that First Aiders are up-to-date with training
- To organise whole-school training in emergency procedures (e.g. Epi-pen training)
- To maintain appropriate stock levels for the Welfare Room and process orders when necessary
- To ensure First Aid Bags/Boxes and Defibrillators around the school site are maintained and kept fully stocked at all times with the appropriate documentation completed
- To ensure that the Welfare Mobile Phone and Walkie-talkie are always fully charged
- To ensure that a First Aid Bag, Defibrillator and the Welfare Mobile Phone and Walkie-talkie are taken to each emergency call-out and to every fire evacuation
- To assist in organising and managing medical inspections as required

### Reporting & Policies

- To complete accident reports following incidents and report these to the Office Manager and Facilities Manager
- To carry out a termly audit of the Welfare Room and to report the findings to the Office Manager
- To liaise with the Office Manager and SLT Team to ensure policies and procedures relating to welfare/medical issues are up-to-date
- To provide Governor reports for the Designated Child Protection Officer as required

## **2. To support the Office Manager in all matters relating to School Trips**

- *For Day Trips* – To ensure that trip leader is given a First Aid bag and to ensure its safe return to the Welfare Room
- *For Residential Trips/Trips Abroad* – To ensure that trip leaders are given a First Aid bag, are made aware of student medical needs and are provided with any emergency back-up medication that students may require
- *For Whole-school Events (e.g. Sponsored Walk/Sports Day)* – To ensure that whole-school events are supplied with the appropriate First Aid Kits and any emergency back-up medication that students may require
- To undertake trips related administration and other similar duties related to trips as directed by the Office Manager

## **3. To have a shared responsibility for reprographics tasks**

- To collate and process reprographic requests (paper or email) in a timely and accurate manner
- To prioritise the reprographics workload during busy times
- To maintain appropriate stock levels for the reprographics room

- To maintain the machines where possible or request professional assistance from engineers
- To collect confidential materials requiring shredding and arrange for appropriate disposal
- To maintain documents kept in the filing cabinets and archive room
- To ensure the Office Manager is kept up-to-date with any issues relating to reprographics, printers, etc.

#### **4. General duties in support of the Administration Team and the wider School**

- To undergo first aid training and refresher courses as required
- To monitor the admin mailboxes and complete tasks, including reprographics, as necessary
- To undertake similar duties, commensurate with the level of the post, at the discretion of the Executive Assistant, Office Manager or SLT. This might include temporary re-deployment to meet the needs of the wider school, and may involve normal duties having a lower priority or being temporarily put 'on hold'. These duties may include (not limited to):
  - General clerical / administrative / filing support; collecting and distributing lost property
  - Lunchtime and/or temporary cover
  - Supporting preparations for major School events
  - Communications with staff, students, parents and other external stakeholders
  - Administration supporting the admissions process
- To be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection
- To adhere to School Health & Safety policy, including risk assessments and safety systems, and to assist with student welfare
- To attend and participate in meetings, training, performance management processes and professional development, as required
- To contribute to the overall ethos of the School

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#### **Key measures of success**

- Timely and efficient management of visitors to the medical room
- Well organised, calm and responsive first aid service
- Creating and maintaining a well-organised, efficient and transparent Welfare Room
- Positive feedback from teaching staff and key users of the administration service

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#### **Signatures**

Signature of Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Post Holder: \_\_\_\_\_ Date: \_\_\_\_\_

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## Person Specification

Education and Qualifications	Essential	Desirable
GCSE passes in English and Maths, or equivalent	✓	
A nursing or welfare qualification (or relevant experience)	✓	
A First Aid qualification	✓	
A good degree		✓
A general administration qualification		✓

Knowledge and Experience	Essential	Desirable
Good ICT skills	✓	
Intermediate or advanced MS Office user	✓	
Previous administrative experience or of working in an office environment	✓	
Experience of delivering First Aid	✓	
Experience of working in a customer service and support environment		✓
Experience of working within a school environment		✓

Personal Qualities	Essential	Desirable
Professional attitude and approach to work	✓	
Willingness and ability to manage own time and take full responsibility for work	✓	
Ability to organise, plan and prioritise work, paying attention to detail	✓	
Enthusiasm for working with staff and students	✓	
Ability to communicate clearly and effectively with different audiences, orally and in writing	✓	
Able to demonstrate discretion, confidentiality and commitment	✓	
Customer focused with excellent customer care skills	✓	
Excellent attendance and punctuality	✓	

## Key Terms and Conditions

### Pay:

Grade 6, scale points 18-20. Full time salary is £27,369 - £28,356. Starting salary is on the lowest scale point in the grade; increments are then paid to staff with more than 6 months service in April of each year until the highest scale point in the grade is reached. Payment is by bank transfer on or by 26<sup>th</sup> of each calendar month.

### Hours of work:

The working week is 35 hours; core hours are 10.00am to 5.30pm with a half hour lunch break.

\*An additional 1 hour is to be worked every day from 9.00-10.00am. These additional hours will be accrued and used as time in lieu during school holidays when the school office is quiet (or the school is closed).

### Weeks of work:

**Full time** comprises 52 weeks with the following leave entitlement: Annual holiday entitlement of 24 days per year plus 3 days at the end of December (when the school is closed) plus 8 public holidays. Entitlement increases to 27 days after 5 years' service. Holidays are to coincide with periods when the school is closed and public holidays which will be notified from time to time.

### Pension Scheme:

You will be entitled to join the Local Government Pension Scheme. Details of the scheme are found here: [www.lgps.org.uk](http://www.lgps.org.uk)

### Probation:

All support staff appointments are subject to satisfactory completion of a 6 month probationary period.

*The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful applicant will be required to apply for an enhanced disclosure from the DBS (Disclosure and Barring Service), previously the CRB.*

*For more information visit <https://www.gov.uk/crb-criminal-records-bureau-check>*

*You will also be expected to sign and adhere to the Trust's SAFEGUARDING CHILDREN & YOUNG PEOPLE and SAFE WORKING PRACTICE AGREEMENT which is available as a download on the Trust website.*