

**POST OF**

**WELFARE ASSISTANT**

**THE KING’S SCHOOL GLOUCESTER**

**AN HMC CO-EDUCATIONAL SCHOOL**

**Post of**

**Welfare Assistant Matron/Supervisor**

(Part-time, 3 days per week term time only, plus 5 Inset days)

**Purpose of Post**

To provide an effective, high-quality service of first aid care to pupils and to all members of the School community. NURSING

**Main Duties & Responsibilities**

To provide a high standard of first aid and welfare support to pupils and staff of the School

**Pupil Welfare**

* be the School appointed First Aid lead
* ensure the implementation of the First Aid Policy
* supervise and support pupils on regular medication and/or with chronic medical conditions
* ensure staff are aware of known conditions of pupils and that the School has a copy of any ‘action plan’ from parents including
  + - epipens
    - antihistamines
    - asthma
    - nut allergies
* provide first aid and emergency care and treatment as necessary to pupils and staff during school hours
* maintaining stock of all school first aid kits and order supplies as required
* regularly check asthma kits
* to organise and support an immunisation programme in the delivery of all School immunisations for pupils and staff
* operate procedures for control of infectious diseases
* follow procedures for the safe disposal of clinical waste
* be aware of recommended safe storage, usage and disposal of medical supplies and drugs
* maintain Medical Room stock, hygiene and tidiness
* meet with parents as required to discuss medical/welfare issues

**Health Education**

* keep up-to-date with current health promotion initiatives
* arrange for staff to attend first aid training and re-training and maintain correct level of trained staff as agreed
* arrange epipen/asthma training for staff
* inform NQT’s and Gap students on key issues relating to the School First Aid policy

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**Administrative**

* contact parents and arrange for unwell children to go home from School; and to complete the necessary paperwork
* maintain medical records as electronic database accurately, confidentially and safely
* maintain a record of all Medical Questionnaires completed by parents
* maintain a record of medical consent forms for the administration of Paracetamol and ensure those authorised to administer it have received appropriate training
* keep records, including the accident book and record of first aid treatment given, to a high standard ensuring the accurate and rapid retrieval of information
* record dispensing of drugs following drug protocols
* maintain general office procedures

**Health and Safety/Safeguarding/Contingency Planning**

* maintain an involvement in and awareness of Health and Safety issues within the School affecting staff, children or the environment
* complete and process Accident Forms in accordance with RIDDOR guidelines
* provide support to staff in planning and the preparation of School trips including the preparation of first aid kits
* serve as a member of the Health & Safety Committee, Well-being Committee and the Crisis Management Team
* maintain awareness and up-to-date knowledge of Safeguarding and Child Protection statutory regulations and guidelines (e.g. KCSIE )

To undertake any other duties that may reasonably be requested appropriate to the job role.

**Personal Specification**

The successful candidate will ideally have the following:

**Necessary Qualifications and Experience**

* appropriate First Aid or Nursing qualification
* experience working with children and adults

**Desirable Personal Qualities**

* friendly, approachable with a good sense of humour
* exhibit a calm manner
* excellent communication skills
* ability to relate well to pupils of differing ages and abilities
* able to manage their own time but also be able to work closely with others
* good IT skills
* the ability to be flexible with working days

Candidates should apply by completing the application form and a letter of application. A CV is not required. Applications should be addressed to:

**The Bursar, The King’s School, Gloucester, GL1 2BG.**

**Closing date is Wednesday 21st June 2017 at 12 noon.**

**e-mail:** [**reception@thekingsschool.co.uk**](mailto:reception@thekingsschool.co.uk)

**Website:** [**www.thekingsschool.co.uk**](http://www.thekingsschool.co.uk)

The School is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening, including checks with past employers and the DBS.