



HATCH END HIGH SCHOOL

Welfare Officer

Full Time - 36 hours per week Term Time only

Salary: H4 £16,560 - £18,720

JOB DESCRIPTION

JOB PURPOSE

- To provide basic care and welfare to students, including first aid during school hours and to maintain accurate records

REPORTING

- The post holder will report to the Pastoral Support Manager

RESPONSIBLE FOR

- N/A

WORKING TIME

- 36 hours per week 7:45am – 3.30pm (3:15pm Friday). Includes 30 minutes unpaid lunch break.

KEY DUTIES

- Administer first aid to pupils attending the Medical Room and complete the necessary accident report form for school record and for parent information
- Prioritise levels of urgency when attending to sick / injured students / staff, and administering prescribed medication when applicable
- Liaise with students' parents /carers under the direction of the Pastoral Support Manager
- Counsel upset students and report to relevant staff
- Recording injuries in accident log as directed by the School Business Manager. Report serious accidents/incidents online to H&S consultants
- Personal responsibility for updating students' medical conditions on SIMS, including recent allergy and medical information, and keeping updated files, Medical Risk Assessments and Individual Health Plans in welfare room
- Personal responsibility for ensuring all staff are aware of students' medical conditions and needs
- Setting up Medical Risk Assessments for students with short term injuries with parents / students, relevant Pastoral staff and the Cedar Room and ensuring all staff are aware of these needs
- Responsibility for the smooth running, monitoring and development of the Welfare room systems, making sure the room is clean and orderly
- Filing records appropriately maintaining confidentiality at all times
- Organise medical inspections and arrange vaccinations
- Effective communications with relevant departments and staff
- Liaising with School Nurse / Counsellor/ other professional agencies

- To provide support to the Attendance Officer where directed including recording student absences
- Monitor stock of student medication eg. Asthma inhalers, epi-pen, ensuring medication in date and liaising with parents for consent forms, supplies etc
- Ensure all medication is maintained in line with regulatory requirements
- Maintain regular checks of medical equipment in line with prescribed requirements ensuring fit for use at all times e.g. Defibrillator
- Reorder medical supplies for Welfare room and satellite first aid areas as and when necessary within the annual medical budget
- Regular review of First Aid boxes to ensure they are re-stocked and available for use.

OTHER DUTIES AND ACCOUNTABILITIES

- Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to the Headteacher and/or Pastoral Support Manager
- Adopt flexible working practices where required
- To attend team meetings, staff meetings and school events as directed
- Ensure compliance with your responsibilities as laid out in the school's equal opportunity policy and take an active role in promoting equality and diversity
- Take part in performance appraisal
- Undertake such other duties as reasonably correspond to the general character of the post and commensurate with its level of responsibility as and when required and with agreement
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Participate in training and other learning activities and performance development as required
- To respect the confidentiality of all information relating to pupils, staff and their families
- The duties of the post outlined above are not exhaustive, and the post holder will be expected to be co-operative and flexible, undertaking such other duties as may reasonably be required.

September 2017



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PERSON SPECIFICATION

EDUCATION, QUALIFICATIONS AND TRAINING

| | Essential | Desirable | How Identified |
|--|-----------|-----------|----------------|
| Evidence of training and/or qualifications which reflect appropriate skills eg NVQ Level 3 or equivalent | | Yes | Application |
| Qualified in emergency first aid and willing to complete first aid at work and other first aid courses as deemed necessary to carry out role | Yes | | Application |
| Good Literacy and numeracy – GCSE Maths and English or Equivalent | Yes | | Application |

EXPERIENCE & KNOWLEDGE

| | Essential | Desirable | How Identified |
|--|-----------|-----------|---------------------------------------|
| Able to work effectively within a team and play a motivating role | Yes | | Application Reference Interview |
| Ability to cope with periods of pressure, work flexibly and proactively address issues | Yes | | Application Reference Interview |
| Accept the need for continuing development and training | Yes | | Application Reference Interview |
| An interest in education and working within an educational environment | Yes | | Application Reference Interview |

SKILLS AND ABILITIES

| | Essential | Desirable | How Identified |
|---|-----------|-----------|--------------------------|
| Good customer care skills when dealing face to face and over the telephone with students, parents, visitors and staff | Yes | | Application Interview |
| Excellent Interpersonal skills and ability to present the school in a professional, courteous, friendly and business-like manner | Yes | | Application Interview |
| Able to work within agreed parameters and understand and follow instructions; the ability to consider others point of view and accept | Yes | | Reference Interview |

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|--|-----|-----|---------------------------------|
| compromise solutions | | | |
| Able to maintain complete confidentiality and discretion at all times, combined with a calm personality and sound judgment | Yes | | Reference Interview |
| Able to quickly establish positive working relationships with a wide range of people from within and outside the school | Yes | | Application Reference Interview |
| Competent in the use of ICT especially in Word and Excel | Yes | | Application Interview |
| ICT skills or willingness to train on specific school based ICT systems e.g SIMS | | Yes | Application Interview |

OTHER REQUIREMENTS

| | Essential | Desirable | How Identified |
|--|-----------|-----------|---------------------------------|
| Enthusiasm, energy and commitment | Yes | | Reference Interview |
| Ability to work effectively as part of a team | Yes | | Reference Interview |
| A commitment to safeguarding & promoting the welfare of children and young people | Yes | | Reference Interview |
| A Commitment to the school's ethos, aims and its whole community. | Yes | | Reference Interview |
| A willingness to undertake additional training, keep up-to-date with developments and changes in good practice | Yes | | Application Interview |
| Commitment to equality of opportunity | Yes | | Application Reference Interview |
| Excellent attendance and punctuality record | Yes | | Interview Reference |
| DBS Checked | Yes | | Application |