



DRAYTON MANOR HIGH SCHOOL

JOB DESCRIPTION

POST	Pastoral Support Administrator (Safeguarding, SEND/Inclusion and Welfare/Medical Needs)
GRADE	Grade 5 (Range 12-15)
DEPARTMENT	Administration
RESPONSIBLE TO	Lead Pastoral Administrator
JOB PURPOSE	To assist the Lead Pastoral Support Administrator and have responsibility for <ul style="list-style-type: none">• Safeguarding (administration of CPOMs)• SEND/Inclusion Administration• Welfare and Medical Needs Policy

All staff have a responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with

KEY TASKS

Safeguarding

- work closely with the Designated Safeguarding Lead to provide administrative support as and when required
- administrate CPOMS and take responsibility for keeping Child Protection records up to date
- maintain accurate Child Protection records for students
- ensure that all CP, CIN and Early Help meetings are attended by the appropriate person
- maintain a diary for all safeguarding meetings
- help collate reports as necessary
- keep an accurate record of the safeguarding training received by staff
- maintain accurate records on the above.
- To accept and sign for deliveries as appropriate

SEND/Inclusion Administration

- accurate records are kept for all students with a EHCP or SEND
- accurate mapping of provision for all students with a EHCP or SEND
- Annual Reviews and other meetings as appropriate are arranged

Welfare and Medical Needs

- organisation and management of an effective Student Welfare Office to ensure the school's Medical Needs Policy is fulfilled
- the welfare office is staffed appropriately to cater for the needs of students requiring its support
- to cover the Welfare Office as appropriate
- the accident book is accurately maintained and reports compiled as necessary
- maintenance of stocks in the first aid cupboards and boxes ensuring that they contain all necessary equipment, placing orders for additional equipment/supplies as necessary
- liaison with parents/guardians regarding students' ongoing medical conditions including obtaining parental consent where necessary for treatment/ medication
- maintenance of student medical registers and medication to include the asthma and allergy register, cards and epipen care plans to ensure that the correct information and medication for each student is held by the school in case of emergency
- liaising with the Local Authority School Nurse for advice on health and training matters including individual student health care plans and oversight of the student immunisation programme
- responsibility for the accuracy, security and confidentiality of all welfare data and records including attendance to line manage through the School's performance management scheme the Student Welfare Assistant and be responsible for ongoing training and development in the Welfare Office
- continuous review of systems and welfare procedures that will ensure smooth running of the Welfare office
- monitoring and coordinating accident reporting procedures, ensuring that any necessary action is taken in line with both health and safety legislation and internal procedures, within the prescribed time limits and providing reports to the Governing Body
- to ensure that the register of First Aiders is maintained and updated and liaising with outside agencies to ensure training for staff as appropriate
- to act as the School's primary First Aid Officer for students and staff and to be responsible for all aspects of First Aid training and record

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.