



CANDIDATE BRIEF

WELFARE ASSISTANT


QUEENSMEAD
excellence through learning

LETTER FROM THE HEAD TEACHER



Dear Applicant

I am delighted that you are expressing an interest in working at Queensmead. I took up the position of Head Teacher in 2009 and it fills me with pride when I reflect on what we have achieved in this time and how we continue to build on our outstanding work. We are committed to ensuring that every student at Queensmead excels and has the very best start in life. Our standards are high and our expectations are clear and consistent.

During my time I have seen some exceptional teachers and also witnessed remarkable growth in teachers. I am proud that several members of my leadership team started their careers as NQTs in our school. We are committed to your development and providing you with the opportunities and support to progress in your career.

I wish you luck with the application process and invite you to visit us and see the school for yourself. Indeed, it was the students and the team that inspired me and many others to join Queensmead!

If you have any questions on the recruitment process, please email recruitment@qmschool.org.uk or visit our website:- www.queensmeadschool.org.uk

Yours sincerely

Rhona Johnston
Head Teacher

HOW TO APPLY



Applications must be received by **9am** on **Monday 26h February 2024**.

Please email your completed application form and covering letter for the attention of the Head Teacher to:
recruitment@qmschool.org.uk

If you have any questions, please email recruitment@qmschool.org.uk

DEPARTMENT OVERVIEW



Purpose of Role

To support the school with routine tasks associated with welfare and first aid provision. To ensure the wellbeing of all students and staff.

The post holder will support the safeguarding of staff and children, as well as assisting with the maintenance of administrative systems, with due regard to the issue of confidentiality.

Main Tasks/Accountabilities

To undertake the following duties with minimal supervision, demonstrating a thorough knowledge of the work areas and a degree of independence of action and initiative.

- Holder of current first aid qualification (or willing to undertake appropriate training)
- Responsibility for practical day to day administration of welfare / care provision
- Treat, as promptly as possible, sick or injured students
- Phoning parents to collect sick / injured children or to discuss their medical needs
- Distribution of medicines
- Maintain stock of First Aid materials needed in school
- Maintain medical kits for student visits or excursions
- Liaise with line manager to ensure the whole school provision of qualified First Aid staff meets requirements
- Arrange for emergency services contact when students are seriously sick or injured, including accompanying injured/sick children to hospital until parents arrive
- Maintain Welfare Office so that it is clean and tidy
- Keep accident/incident records filed in date order, with dangerous accidents being reported to HSE promptly, other incidents being recorded in school record book
- Liaise with local Health Authority and school nurse at Eastcote Health Centre, diabetic nurse, asthma nurse and educational welfare officers
- Liaison with school nurse regarding school immunisation programme and obtain parental consent
- Prepare and maintain an up-to-date list of students with special illnesses or disabilities - "Care and Attention List"
- Organise and assist with medical inspections
- Take responsibility for retention and administration of student medication, ensuring that all medication is in date and chasing up parents when replacement medicines required
- Be vigilant for signs of child abuse or neglect and be familiar with the appropriate courses of action to follow
- Liaise with Heads of Year and Assistants regarding students' welfare
- Amend registers following absence messages from parents
- Ensure that students sign out when leaving school early and sign in on return following an approved appointment – ensuring that school attendance registers also amended with attendance code
- Issuing of lunch/toilet passes

- Be vigilant and aware of any potential health hazards e.g. anaphylaxis, drug abuse, hygiene problems, clothing deficiencies, etc
- Responsible for lost property / second hand uniform
- Keep a log of asthma pumps, check expiry date and liaise with Hillingdon Hospital
- Keep a log of epipens and check expiry date
- Request work for students who are unable to attend school
- Order first aid supplies / tissues / uniform / sanitary products
- New Year 7 care plans - meeting with parents if required
- Organise Asthma / Diabetes Training for staff
- General clerical duties as required including filing, letter franking
- Assist admin staff when appropriate and, in particular, with attendance function
- Perform other duties of a similar nature when required
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection. Reporting all concerns to the appropriate person
- Contribute to the overall ethos/work/aims of the school
- Participate in training, other learning activities and performance development as required
- Attend and participate in meetings as required
- This is not intended to be an exhaustive or definitive list. This role profile is non contractual

PERSON SPECIFICATION

Knowledge/Qualifications/Skills: Essential

- At least Grade C English and Maths GCSEs or equivalent and excellent IT skills
- Qualified first aider, or willing to undertake appropriate training
- Communication skills (both orally and in writing) – the ability to make points clearly and understand the views of others
- Ability to prioritise own time, work under pressure and to deadlines with a sense of balance and perspective
- To be flexible and undertake any task requested
- An understanding of the need for confidentiality
- Ability to be proactive and respond calmly under pressure
- Ability to develop new ideas
- Ability to contribute effectively to the development of whole school policies
- Ability to promote the ethos, aims and objectives of the school to the wider community

Experience: Desirable

- Knowledge and understanding of G Suite
- Experience of working in schools and using Sims
- Experience of working in a busy office environment
- Creative problem solving skills

Personal Attributes:

- Caring attitude
- Must be flexible and adaptable
- Personal impact and presence
- Energy, determination and perseverance
- Self confidence
- Reliability and integrity
- Excellent communicator
- Exceptional interpersonal skills
- Ability to demonstrate initiative
- Ability to working independently and as part of a team
- Ability to deal with demanding and stressful situations
- Must be patient and tactful
- Must be punctual and reliable
- A sense of humour
- Ability to relate well to children and deal professionally with adults of all backgrounds and personalities
- Must display a commitment to the protection and safeguarding of children

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