

WELFARE ASSISTANT JOB DESCRIPTION

Post Title: Welfare Assistant (Part-Time)
Grade G2

Purpose: To assist the Safeguarding Co-ordinator in providing for the welfare and pastoral care of all children.

Main Duties: Under the direction of the Safeguarding Co-ordinator and Associate Headteachers

Medical

- To administer First Aid for pupils and staff
- To be responsible for maintaining First Aid resources
- To care for pupils who are unwell and liaise with the parents of these pupils
- To administer medication to pupils, as prescribed by the appropriate G.P
- To keep records of pupils needing medication and of medication given
- To prepare medical packs for school trips
- Make provision for children's health needs in schools

General support for the School

- Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection – reporting all concerns to an appropriate person

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment