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**Student Welfare and Administration Assistant**

**Confident**

All members are actively learning and developing.

**Aspirational**

An academic core, enriched with creative and specialist pathways.

**Respectful**

All members manage themselves well and respect each other.

**Reflective**

All members celebrate, support and help each other.

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| **Scale:****4** | Hours worked per week: **28 hour**  **(5 hours 40 mins per day)** | Working Times: **8.45am until 3.10pm****(45 minute lunchbreak – unpaid)** |
| **Range:**8 - 11 | Weeks worked per year: **Term Time Only** | Job description date**:** **27.08.2021** |

*All appointments at Arts and Media school Islington are made in accordance*

*With the agreed School’s Equal Opportunities Employment Policy.*

*All employees are expected to adhere to the agreed School Code of Conduct, Safeguarding and School Policies as set out in the Staff handbook*

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**Job Title:** Student Welfare and Administration Assistant

**Responsible To:** School Business Manager/Assistant Head (Pastoral)

**Key Relationships/ Liaison with:** All stakeholders (Parents, Pupils, Visitors, Staff)

**Responsible for:**

-This post carries no line management responsibility

**Purpose of the post:**

**Welfare:**

The Student Welfare Assistant will work alongside key school staff in school to monitor and provide an excellent well-being service for our students. This role will provide excellent first aid provision including the upkeep of all records and contact with students, parents/carers and stakeholders.

**Admin**

This role will provide admin support with regards to students for example, Free school meals administration, vaccinations, Covid administration, filing and scanning, attendance administration.

**Key tasks:**

This post has key targets that are required for the success of this post. These targets will be set and agreed annually, normally prior to the start of the academic year. Targets will be process monitored and updated on a termly basis.

The following is a list of areas for which targets will be set, whilst this list covers key areas it is not exclusive and is likely to change in line with external and internal strategies:

**Student Welfare**

**MEDICAL PROVISION**

All duties and responsibilities are to be read and performed in conjunction with the relevant policy documents specifically: First Aid protocol, Health and Safety, Child Protection & Safeguarding, Code of Conduct, GDPR.

* To deliver the health and first-aid provision for the students of the school in line with First Aid protocol and NHS guidance
* To prepare and maintain the paper and electronic health care records of all students as set out in regulation.
* To prepare generic, and where appropriate specific Risk Assessments for individual situations.
* To ensure all injuries are appropriately reported using the specific online tool and paper record system.
* To ensure that all related equipment and supplies are suitably maintained at all times.
* To ensure appropriate communication with school staff and other health related agencies.
* To ensure that all equipment and supplies are maintained at all times, including the resources kept in the school medical room.
* Deal with emergency health related incidents, including sexual health matters in line with guidance.
* Provide emergency and routine first aid treatment for students, staff and visitors.
* To be responsible for ensuring that excellent practice is maintained at all times through knowledge understanding and training.

**STUDENT WELL-BEING**

All duties and responsibilities are to be read and performed in conjunction with the relevant policy documents specifically: First Aid protocol, Health and Safety, Child Protection & Safeguarding, Code of Conduct, GDPR.

* To work closely with the Designated Safeguarding Lead (DSL) ensuring that students feel safe and have a space to share concerns.
* To ensure that all safeguarding procedures in respect of disclosure and confidentiality are maintained at all times.
* To report any concerns shared/raised as per the school protocol and document as per guidance.
* To undertake appropriate training in student mental health and well-being as and when directed.

**Administration**

All duties and responsibilities are to be read and performed in conjunction with the relevant policy documents specifically: First Aid protocol, Health and Safety, Child Protection & Safeguarding, Code of Conduct, GDPR

* To facilitate, maintain and record all aspects of the Free School Meals provision in school, including ordering of vouchers, parental contact and compliance.
* To work as directed in respect of Critical Incidents such as COVID Lockdown e.g, parental contact.
* To use all school systems to record and maintain data both electronic and paper.
* To aid the school admin team with tasks such as scanning, filing, answering/making telephone calls and Reception duties.
* To assist with attendance administration as directed.
* To assist with Pastoral administration as directed.

**General**

In addition to the requirements of the post above, the attendance and welfare officer is

required to contribute to the overall ethos/work/aims of the school by:

* being aware of and comply with policies and procedures relating to child protection,

 health, safety and security, confidentiality and data protection,

 reporting all concerns to an appropriate person

* meeting the requirements of the Health & Safety at Work Act 1974 and the NSETC’s

 Health and Safety Procedure

* being aware of and supporting difference and ensuring equal opportunities for all
* supporting the role of other professionals
* attending and participating in relevant meetings as required
* participating in training and other learning activities and performance development

 as required

* completing all associated organisation and administrative work
* participating in both internal and external staff development as appropriate
* undertaking such other duties as may be reasonably required commensurate with the grade of the appointment

**The job description is not necessarily a comprehensive definition of the post. It will be**

**reviewed regularly and may be subject to amendment from time to time after**

**consultation with the post holder and without changing the level of responsibility of the**

**post**

***PERSON SPECIFICATION***

***Student Welfare and Administration Assistant***

For the following criteria:  E denotes essential/D denotes desirable

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| **Personal Skills** |  |
| To have |  |
| To work and communicate effectively with colleagues in school | E |
| To establish good relationships with children whilst setting firm boundaries  | E |
| To demonstrate empathy, communication, listening and interpersonal skills when dealing with children, colleagues and parents/carers | E |
| To demonstrate a positive attitude to working with challenging pupils | E |
| To communicate effectively with families/carers and support agencies | E |
| To work with small groups of children | E |
| To demonstrate good self-organisation skills | E |
| To identify and liaise with appropriate resources and agencies of support | D |
| To demonstrate good administrative skills including report writing | D |
| To demonstrate teamwork skills | D |
| To demonstrate the ability to work flexibly with adaptability | D |
| To demonstrate a willingness to undertake training | D |

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| **Knowledge and Understanding** |  |
| First Aid and practices. | E |
| Health and safety  | E |
| Child protection and safeguarding | E |
| General Data Protection and Confidentiality | E |
| Google and Microsoft packages | D |
| Common Administrative practices such as scanning, filing etc | D |

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| **Qualifications**  |  |
| First Aid Qualification (FULL) | E |
| NVQ level 2 or above in a related area or Degree in a related area | E |

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| **Experience** |  |
| Working with primary and or secondary aged children  | E |
| Working with families /carers | E |
| Working with children with Special Educational Needs | D |
| Working with a range of agencies | D |