**JOB DESCRIPTION**

**Post:** Welfare Assistant – MATERNITY COVER

**Grade:** Scale 3 (25 hours per week, term time only)

**Responsible to:** Deputy Headteacher

**Purpose of job:**

To ensure the well-being of all children at school and assist in the day to day administration of the school.

**Medical**

* Responsible for use of the welfare room and ensuring that it is maintained to a high standard of tidiness and cleanliness by the cleaning staff. The Welfare Assistant is responsible for ensuring the sink and floor areas are kept clear for cleaning
* Keep a basic stock of first-aid items and re-ordering as necessary
* Record all accidents and children who visit the medical room, monitor frequent visitors and inform line manager of any concerns regarding children, medical, social or child protection cases immediately.
* Keep medical records up to date for children with particular medical conditions and physical disabilities and arrange for it to be available for members of staff.
* Give immediate first aid to persons suffering accidents or sickness.
* Inform parents of a child's sudden illness or injury where circumstances warrant.
* Arrange for sick or injured children to be taken to hospital and to arrange appropriate supervision on such occasions (accompanying them and ensuring their safe return to school or home as appropriate)
* To be vigilant for other health hazards (anorexia, drug abuse, hygiene problems, clothing deficiencies, etc.)
* Assist at medical inspections and arrange checks and special appointments
* To comply with the regulations on infectious diseases
* Collect children from class when parents arrive for medical appointments
* Take charge of prescribed drugs and administer them to individual children with special ailments in accordance with doctor's instructions upon receipt of a signed authorisation from the parent/ guardian. Keep written instructions on administration of medicines in case of her absence
* Ensure asthma pumps are in school for all asthmatics and check regularly that they are in date. Ensure pumps are in classroom and spares in welfare room. In readiness for the start of each school year, ensure pumps, epipens etc. are in the correct classes
* Liaise with the Well-Being Officer and School Nurse on welfare issues e.g. regarding children with hygiene problems, needing essential clothing etc.
* Give hygiene and health information to individual pupils or small groups of pupils as occasion demands
* Send home routine Head Lice letters to parents when 1 or 2 cases have been identified within a year group
* Ensure end of year transition of medication and records are prepared for forwarding to new teachers
* Organise medical information and training sessions for staff including Asthma and Allergy training

**Administration**

* Receive visitors to the school and deal with enquiries
* Operate the switchboard and receive calls
* Assist with clerical tasks, including preparation of letters to parents, certificates and school promotional material using word, excel, Publisher and Power Point
* Administer lost property
* Provide refreshments as requested

The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of this post.

**PERSON SPECIFICATION**

**Qualifications**

Current Paediatric First Aid qualification

Good general level of education including competence in literacy and numeracy.

GCSE or equivalent English and Maths.

Child protection training

**Skills/Abilities/Knowledge**

Basic ICT Skills – competent in the use of word, excel and email

Experience of working to deadlines – managing own time, organising work and juggling priorities

To be able to work independently and make decisions

Experience of working in a medical background

Experience of working in a school environment

SiMS experience

Ability to empathise with sick, injured or vulnerable children and provide high levels of care.

To be thorough and conscientious in monitoring children’s welfare needs

To maintain confidentiality on all child and school issues

To be an excellent communicator using tact and diplomacy when necessary

An excellent telephone manner and ability to deal with situations sensitively

Awareness of current welfare matters

An understanding of special educational needs

**Personal Qualities**

To have a calm and reassuring manner

To be approachable.

To be flexible

To be a good time keeper

**Equal Opportunities**

An understanding of and a willingness to promote equal opportunities