



Bentley Wood High School Job Description

Welfare Officer (H6)

Responsible to: Member of Senior Leadership Group

Working: 8.15am – 3.45pm, Monday – Friday Term time only + 6 days (5 days spread over 3 or 4 weeks during the summer holidays and 1 day on a Saturday in May)

You will be responsible for:

- the medical welfare of students and staff, including the provision of first aid services and the maintenance of accident and incident records
- decisions relating to the referral of pupils and staff to doctor/hospital
- to contact parents as and when necessary with regard to students' welfare and/or sudden illness
- the ordering, control and usage of medical supplies within the whole school
- the checking of medications held e.g., epipens for date use
- providing a register of information about students' health issues and medication
- the operation of the Medical Room
- providing a weekly early morning, 8.15am – 8.40am 'drop in' service for students
- to provide administration for student medical records and ensure these are kept up to date
- to liaise with appropriate staff on matters of student welfare including for students with disabilities and special education needs
- developing expertise and providing training to other staff in supporting students with mental health issues
- developing expertise in safeguarding
- to attend relevant training programmes to ensure best practice is maintained and qualifications are updated in line with Government Health initiatives

- to deliver training to all staff on student medical needs and first aid procedures
- liaison with external contacts within the health service
- the organisation of all medical surveys, vaccinations, etc. to include the administration of appointments and communication with parents. This would cover such things as dental surveys and B.C.G. vaccinations
- the provision of health advice/counselling to students
- assisting with the Personal and Social and Health Education course as required
- to join the Operations Manager, Health & Safety Representative & Health & Safety Governor on Health & Safety Inspections of the school
- other duties as may reasonably be requested by the Head teacher
- all the above items must operate within the relevant Health and Safety Regulations

Person Specification

- possess a nursing or medical related qualification
- display outstanding interpersonal skills
- be emotionally literate
- communicate effectively both orally and in writing, and have a good command of English
- be able to work well with a wide range of people including health and SEN specialists to provide support to DSEN students
- be fully computer literate and be a confident user of excel and word
- have a good telephone manner and be smart in appearance
- be polite and helpful and remain calm even when working under pressure
- be a good team member with a positive outlook
- be willing to undertake training to keep abreast of Health & Safety requirements
- have an interest in children and education and be able to relate to young people effectively, preferably supported with previous experience
- be exceptionally organised
- be flexible and willing to contribute to whole school events and activities

- believe in and act in a way that will maintain the school's Equality of Opportunities and Safeguarding policies
- maintain strict confidentiality and have utmost integrity
- uphold school policies and routines