

## Job Description

<b>Job Title:</b>	Welfare Assistant
<b>Department/Group:</b>	Associate Staff
<b>Hours of Work:</b>	Term Time Only, 12pm – 3.30pm (no break)
Rooks Heath School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
<b>Purpose of Post:</b>	
To be the responsible first aider across the school.	
<b>Main duties:</b>	
<ol style="list-style-type: none"> <li>1. To supervise the medical room(s) and occupants.</li> <li>2. To administer First Aid as required to students, staff, and visitors.</li> <li>3. To contact parents and carers over student accidents, as necessary by phone and letter/email.</li> <li>4. To assist with the organisation of medical and dental inspections, inoculations (including the staff flu jab) and other health and welfare routines.</li> <li>5. To liaise with the other welfare assistants/finance office to order stationery and first aid requirements.</li> <li>6. To maintain first aid boxes throughout the school, and provide kits for school visits when requested.</li> <li>7. To maintain medical files for students, log all visits by students and staff to medical room.</li> <li>8. To complete accident/incident forms as necessary and follow up with students and staff. Complete half termly and yearly reports for the Director of Business.</li> <li>9. To discuss concerns for students with Tutors, Heads of Year, SENDCo, the Designated Safeguard Lead, or other appropriate staff.</li> <li>10. To ensure the medical room is open for students all day, on a job share basis. Occasionally it is necessary for additional hours to be undertaken to ensure the medical room is available for all students/staff all day.</li> <li>11. To carry out any other admin or related duties as required.</li> <li>12. To hold an approved Health &amp; Safety Executive First Aid Qualification.</li> <li>13. To assist the main office and other areas, when time permits.</li> </ol>	
<b>Contribution to the whole life of the school:</b>	
<ol style="list-style-type: none"> <li>1. To attend all necessary meetings.</li> <li>2. To support the aims and ethos of this school.</li> <li>3. To adhere to all school policies.</li> <li>4. To actively participate in appropriate training when required.</li> </ol>	

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| <ol style="list-style-type: none"><li>5. To engage actively in the performance appraisal process and undertake professional development as agreed.</li><li>6. To work co-operatively as a member of a team.</li><li>7. To report any stranger on site.</li><li>8. To carry out any other duties as reasonably directed by the Headteacher, Deputy Headteacher, Director of Business or Team Leader.</li></ol> |
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<b>Line Management</b>
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All Associate Staff will be line managed by the Head of their Department and managed by the Director of Business.
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<b>Last Updated:</b>	23/12/2024
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