

	EDMONTON COUNTY SCHOOL WELFARE/ADMIN ASSISTANT
Date	September 2021

JOB DESCRIPTION

Post Title: Welfare/Administrative Assistant
Hours: 36 hours per week, 39 weeks per year
Responsible to: Office Manager

Basic Objectives of the Post: To take responsibility for the care and welfare of pupils by providing first aid when necessary. To assist in the smooth running of the school office, under the supervision of the Administration Manager.

Duties include:

1. To maintain a daily record of all medical incidents and of all pupils who require medical treatment.
2. To check first aid equipment is in good order. To check all First Aid boxes/wallets; to maintain supplies and order when necessary. To ensure that all necessary items are present in adequate supply.
3. To ensure all medical room equipment and materials are clean, tidy and stored correctly.
4. To provide basic medical assistance to all pupils and notify the correct staff member and/or parents as appropriate of the situation. In the event of more serious accidents inform senior staff, parents and request an ambulance if required. Accompany pupils to hospital if necessary and ensure that a full written account of the incident is recorded and a copy of all necessary documentation is passed to the Civic Centre.
5. To liaise with the Phase Team and admin team to maintain an up-to-date record of the medical details of all pupils and ensure that medical forms are fully completed by the parent/s of any new pupils to the school and if necessary follow-up for further details. To inform relevant members of staff of pupil medical conditions e.g. P.E. Department/ SENCO.

6. To co-ordinate vaccination programmes and general surveillance sessions. To prepare lists of the pupils to receive attention including all relevant details that is required.
7. To communicate with parents by letter or telephone on medical issues, e.g.
 - Informing parents of forthcoming medical inspections, vaccinations etc.
 - Informing parents when a pupil is unwell and requires collection from school
 - As directed by the Executive Headteacher informing on infectious diseases.
8. To control and monitor medications prescribed to pupils and ensure that medicines are stored securely.
9. To be an initial point of contact for enquiries, by telephone or in person, advising staff, parents, pupils etc. on administrative procedures and on appropriate sources of help or information. To operate the school's switchboard. To distribute messages, forms, letters, equipment etc. to pupils, parents or staff as necessary.
10. To provide typing and data input for staff as required, some of which is of a confidential nature.
11. To liaise with staff and outside agencies concerning the welfare of students.
12. To assist with general administrative duties, as directed by the Executive Headteacher/Head of School or Administration Manager.
13. To provide refreshments for visitors as requested by senior staff.

Other Duties

14. To ensure that Data Protection regulations are adhered to throughout the office, informing the Administration Manager of any requests for information other than from approved agencies: DCFS, LEA.
15. To exercise responsibility under the Health and Safety at Work Act as laid down or as amended from time to time by school procedures. To ensure all necessary records are accurate.

16. To uphold and further the school's equal opportunities policy and to carry out duties effectively and without discrimination.
17. Any other reasonable duties within the scope of this function and grading as directed by the Executive Headteacher, Head of School or Administration Manager.
18. To act at all times in accordance with school policies and to provide a professional role model for pupils, parents and other staff.

This job description may be amended at any time after consultation with you.

I agree with this Job Description.

Name:

Signed

Date