

STUDENT WELFARE OFFICER

Job Purpose:

To deal with student health and welfare related issues in line with statutory guidance
To ensure smooth running of the Student Office

Hours and Salary Grade:

36 hours per week (Mon-Thurs days 8.30am – 4.15pm, Friday 8.30am – 4.00pm)

Surrey Pay Grade S 4

Organisation Relationship:

Accountable to the Student Support Welfare and Attendance Manager

Main Duties:

- Trained first aider, dealing with students who are unwell. Liaison with parents / carers, sending students home if necessary
- Complete the student sickness spreadsheet on a daily basis, drawing to the attention of the Student Services Manager/Year Group Leader any students who frequently present to the medical room as unwell
- In conjunction with the Student Services Manager, provide half termly reports of the medical room data analysis to the Deputy Headteacher
- Advising staff termly of students with specific medical needs and those with severe allergies
- Ensure the first aid box and medical supplies cupboard is adequately stocked and order as and when necessary
- Organise the safekeeping and recording of students' medication and carry out periodic checks to make sure that medication is still in date, reminding parents/carers of their responsibility of this
- Responsibility for checking the Automated External Defibrillator (AED) battery light daily for any faults and ordering of components to ensure all products remain in date
- In conjunction with Student Services Manager, responsibility for the Emergency Asthma Inhalers and Emergency Adrenaline Auto-Injectors held within school and adhering to both Surrey County Council and Department of Health guidance
- Working with external Specialist Nurses for students with specific medical conditions such as diabetes, cystic fibrosis and Crohns to ensure all necessary support is in place
- To facilitate the reintegration of students who have been absent due to a newly diagnosed medical condition, change in a chronic medical condition or returning to school following a complex medical procedure by meeting with parents/carers, school staff and healthcare professionals to complete or update an Individual Healthcare Plan, if indicated

- Working collaboratively with the Student Services Manager and Admissions Officer during the Year 6-7 transition period to ensure all students' details and medical needs are accurately recorded on SIMS and producing associated report to ensure staff are notified of any medical conditions
- Identification of students who would benefit from the input of the School Nurse or School Counsellor, seeking permission from parent/carers in line with school policy, and making referrals when appropriate
- Meet with parents/carers as and when requested in relation to health and wellbeing issues, recording meeting on SIMS and liaison with Pastoral Year Group Assistants, Year Group Leaders and Student Services Manager
- Record all mobile phone infringements and update the student's SIMs record accordingly
- Update the shoe, uniform and jewellery spreadsheet as necessary and escalate to the Year Group Leader when items have not been returned
- Record the students who have appointments with the school counsellor, where able, to ensure accurate record is kept for funding purposes
- Organise and administrate the school immunisation programmes as necessary liaising with the 0-19 school nursing team.
- Organise the office runner schedule, alerting the form tutor when it is their tutor group commencing, giving office runner rewards points and sending out parent/carers letters
- Organise and oversee lost property for students.
- Assist students with transport enquiries
- Take messages from parents/carers and pass to relevant student.

Other Duties

- Ad hoc typing, filing, shredding and photocopying as required for the Student Support Welfare and Attendance Manager

General

- Be adaptable to changing office practice and to perform any other tasks appropriate to the level and nature of your current role to facilitate the smooth running of the School as directed by the Headteacher or Line Manager.
- Participate in the Duty Rota to supervise students as required

Signature of Postholder: _____ **Date:** _____

Oakwood School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any successful applicant will be required to undertake an Enhanced Disclosure check by the Disclosure & Barring Service. (DBS)