



## **JOB DESCRIPTION**

**Job Title:** Welfare Assistant - Permanent

**Reference/Group:** Non-teaching/ Support group

**Job Hours:** Monday - Friday: 12:00pm – 2:00pm (term-time only)

**Flexibility Required:** This role requires flexibility to work some mornings, in addition to the lunchtime period during peak times. Notice will be provided in advance for any morning shifts required.

**Pay Scale:** LBR 3, Point 5-6

**Salary:** £15.19 - £15.41 hourly rate (depending on experience)

**Report to:** School Business Manager

### **Summary Job Description**

- Under the instruction/guidance of the School Business Manager and Welfare Officer, provide first aid and welfare support to the school.
- To be responsible for promoting and safeguarding the welfare of children within the school, including those with medical needs
- To work closely with the school's Welfare Officer in order to provide comprehensive support for students' health and wellbeing, including managing medical conditions, supporting students with additional needs, and liaising with parents and external healthcare providers when necessary.
- Please note that the school has 3 to 4 clinical visits a year and the candidate must be flexible and available to work 9am - 3pm on those days. The specific dates for these visits will be provided in advance.

### **TASKS**

#### **Organisation:**

- Provide first aid and welfare support to students, addressing any health concerns or emergencies as they arise. This includes caring for sick or injured pupils, managing students with specific medical needs, and ensuring that appropriate records are completed in line with school policy.
- Liaise with parents and staff to ensure that students receive the necessary care and support, keeping all parties informed of any health-related concerns or incidents.
- Be familiar with care plans and medication.
- Excellent organisational skills, with the ability to maintain accurate records and handle multiple tasks efficiently.
- Good working knowledge of Microsoft Word, Excel, and Outlook, with the ability to use these tools for document creation, data management, email communication, and scheduling.

#### **Medical:**

- Oversee the self-administration of medication by children or directly administer medication when necessary.
- Maintain accurate and up-to-date records regarding medications administered to pupils, ensuring compliance with school policies and legal requirements.
- Respond promptly to accidents or injuries, administering appropriate first aid and ensuring students are cared for until they are well enough to return to class or until further medical assistance is available.
- Maintain relevant first aid records, including accident reports, and share details with parents and other staff members when necessary
- Ensure that appropriate documentation, such as bumped head slips, is provided and handed over to the child's class teacher.
- Notify parents or guardians immediately if a child sustains a significant injury or if the injury requires further medical attention (e.g., calling for an ambulance).
- Familiarise yourself with individual pupil care plans, especially for those with specific medical conditions or needs.
- Support the Welfare Officer during clinical visits and busy periods

### **Administration:**

- Monitor/replenish first aid stock as and when required in your area
- Photocopying injury forms

### **Resources:**

- Operate office equipment e.g. photocopier, computer etc.
- Ensure first aid supplies are regularly checked, replenished, and kept in stock to meet the needs of students and staff.

### **Responsibilities:**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support differences and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

### **Safeguarding:**

- Be responsible for promoting and safeguarding the welfare of all children, especially those who are vulnerable and have additional needs
- Be familiar with and have read Part 1 of KCSIE September 2024, and adhere to the school's agreed policy and procedures for child protection
- Pass on any concerns about a child to the DSL or the Deputy DSL at the earliest opportunity

*The above mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other duties as may be required by the Line Manager that are broadly within the grading level of the post and the competence of the post holder.*

### **Experience**

Previous experience working in a school environment in a similar welfare or first aid role is desirable. While prior experience in this specific role is beneficial, a strong interest in child welfare and health, as well as transferable skills, will be considered.

### **Qualifications/Training**

- Paediatric First Aider (desirable – training will be provided).
- First aid certificate (desirable).
- Good working knowledge of Microsoft Word, Excel, and Outlook (essential).

### **Knowledge/Skills**

- Effective use of ICT equipment/resources, especially SIMS (desirable)
- Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation
- Strong ICT skills
- Excellent communication skills
- Ability to relate well to children and adults



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- Work constructively as part of a team, understanding school roles and responsibilities and your own position within these
- Ability to self-evaluate learning needs and actively seek learning opportunities

This job description will be reviewed annually. Review date: November 2025