



Believe Achieve Succeed – Learning without limits

## Job Description

Job title:	<b>Welfare Assistant - School First Aider</b>
Grade & Salary:	<b>G4.13 - £24,984pa</b>
Working Hours	<b>Monday to Friday (8.30am – 3.30pm) (term time only)</b>
Responsible to:	<b>Headteacher</b>

### **Duties & Responsibilities:**

- To provide First Aid and Medical assistance within the school guidelines;
- To provide support for pupils in relation to their medical needs and wellbeing;
- To provide support for pupils from EYFS to Year 6 in relation to their medical needs and wellbeing'
- To provide medical support for staff.

### **Purpose of Post:**

To assist in ensuring that the medical needs of pupils and staff are met.

### **Main purpose of the job:**

- To be committed to the highest expectations and “learning without limits” ethos;
- To aid the Headteacher and staff in the smooth running of the school.

### **Relationship**

The post holder interacts on a professional level with colleagues and parents establishing and maintaining productive relationship with them.

### **SUPPORT FOR PUPILS**

- To assess First Aid problems presented by pupils and staff, taking appropriate action in the event of an emergency and communicating with staff and parents as necessary.
- Administer any agreed medicines in accordance with Government, School and Local Authority policy.
- To be responsible for the safe-keeping of prescribed drugs in a locked cupboard.
- Promoting the mental and physical welfare of pupils;
- Caring for sick or injured pupils, administering first aid for minor injuries or sickness, and generally giving comfort and care to such pupils;
- Liaise with teachers/parents/carers of pupils who are unwell;
- Being aware of any particular medical problems of pupils, giving necessary regular treatment or medication with the written consent of parents and in line with school policy;
- To co-ordinate, implement, administer and maintain Individual Health Care Plans for pupils with specific medical needs in conjunction with parents and any other relevant health care professionals.
- Monitor carefully the healthcare requirements of individual children with specific medical conditions i.e Diabetes, Asthma etc;



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- Generally caring and comforting pupils in times of distress or difficulty. Reporting any such occurrence to teaching staff;
- Developing awareness of personal hygiene in pupils;
- Providing Intimate Care in line with School Policy i.e helping children to change soiled clothing;
- Accompanying individuals or groups of pupils on visits or projects under the direction of teaching staff.

#### **SUPPORT FOR STAFF**

- Assisting teachers in a range of duties to support the educational and health needs of pupils;
- Provide medical assistance for adults on site where appropriate;
- Making, and assisting, with the preparation of materials/equipment/displays, where appropriate;
- Maybe required to provide other ad-hoc ancillary assistance;
- Undertake any other reasonable duties as requested by the Headteacher.

#### **SUPPORT FOR THE SCHOOL**

- Keeping school medical records and making appointments as necessary for medical examinations within school hours;
- Looking after, and supervising, pupils in the welfare room;
- To carry out monthly stock audits of all First Aid boxes and First Aid kits throughout the school (including those used for trips) and ensure they are replenished. Ensure all emergency First Aid medical equipment is in good working order;
- To be responsible for maintaining stocks and ordering medical supplies and equipment in order to ensure adequate emergency medical resources exist within the school;
- To make arrangements with school nurse for flu vaccination/height and weight measurements, hearing sessions held by the Local Authority for the relevant age groups of pupils, undertaking the necessary communications and ensuring appropriate records are completed and retained;
- Assisting with special activities in the school, within school hours, e.g. sports days, concerts, opens days etc.;
- Consulting with a member of Leadership group in cases where outside medical support is required/advised i.e. calling an ambulance or referring parents/carers to hospital;
- Communicating with parents, following up on incidents including hospitalised injuries/incidents;
- As a matter of priority complete accident forms and liaise with the Senior Leadership team and Headteacher and the Health and Safety Officer where appropriate;
- To network with internal and external health agencies and other schools on a regular basis. To liaise with a range of health agencies with a view to seeking advice and support on behalf of students with specific health issues, under the direction of the Senior Leadership Team and Headteacher;
- Be willing to undertake additional training on medical conditions, policies and practices as necessary;



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- To keep an up to date accident record book, including details of injuries, make any required RIDDOR reports for accidents at work, review for patterns and report to the Senior leadership teacher, Headteacher and Health and Safety Committee;
- To maintain confidentiality of information acquired while undertaking duties for the School.

**Administrative Duties:**

**Key Organisational Objectives**

The post-holder will contribute to Stanburn Primary's objectives in service delivery by:-

- Following Health and Safety requirements and initiatives as directed;
- Ensuring compliance with GDPR legislation;
- Stanburn Primary is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment;
- At all times operating within the School's Equalities Policies;
- Commitment and contribution to improving standards for pupils as appropriate;
- Adapting customer care and quality initiatives;
- Contributing to the maintenance of a caring and stimulating environment for young people;
- Be willing to undertake additional training on medical conditions, policies and practices as necessary;
- At all times the post-holder must adhere to professional business standards of dress, courtesy and efficiency in line with the ethos and specialism of the school.

To undertake any other administrative duties appropriate to the grading of the post as required for example, reprographics work, typing, filing, covering reception. As a term of your employment, you may be required to undertake such duties as may reasonably be required of you, commensurate with your grade, as requested by your line manager. The role requires some element of manual handling and may, on rare occasion, involve the post holder having to work overtime. This will be agreed in advance with your line manager.



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**Welfare Assistant - Person Specification**

The ideal candidate would be expected to show evidence of many of the following skills and qualities. The following table demonstrates qualities that would be considered essential or desirable.

<b>Education and Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Experience of Paediatric First Aid in a school environment	x	
Experience of working with children within the Primary Phase	x	
To hold relevant first aid qualifications (paediatric and general) and be prepared to renew them	x	
GCSE or equivalent in English and Mathematics	x	
Proficiency in Microsoft Office software	x	
<b>Knowledge and Experience</b>		
Proven experience of working in a busy environment	x	
Proven administrative experience	x	
Ability to communicate effectively and sensitively with pupils, parents, staff and outside agencies	x	
<b>Skills and Abilities</b>		
Highly developed interpersonal skills	x	
Excellent written and verbal communication skills	x	
An ability to use initiative and prioritise work	x	
Being accurate and well organised in approach to work	x	
An ability to follow instruction	x	
Ability to lead by example	x	
Ability to establish a rapport with young people and their families	x	
Ability to liaise effectively with a range of health professionals		x
Ability to take a lead, and show initiative, in medical situations;	x	
Ability to keep accident and medical records liaising with other members of staff where appropriate.	x	
<b>Personal Qualities</b>		
Fully support the aims, values and ethos of Stanburn Primary School	x	
Respect for young people and their needs	x	
Commitment to the principles and practices of equal opportunities	x	
A relentless drive for excellence	x	
Ability to keep calm under pressure	x	
To have strong awareness of professionalism and confidentiality	x	
Possess integrity, honesty, perceptiveness and a commitment to of fairness	x	
To be able to work independently and as part of a team	x	
To be able to have a flexible approach to work.	x	
Ability to provide pupils with reassurance and understanding appropriate to their age and needs;	x	
<b>Other Requirements</b>		
Excellent record of attendance and punctuality	x	
Comply with safer recruitment checks including DBS checks	x	
A commitment to safeguarding and promoting the welfare of children and young people	x	
To be smart and presentable	x	
A First Aid Certificate	x	



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**EQUAL OPPORTUNITIES**

Demonstrate a commitment to and understanding of the achievement of equality of educational opportunity for all children. This must take account of gender, ability, ethnicity, religion and disability.

**Arrangements for appraisal of performance:**

There is an annual appraisal cycle carried out by line managers which seeks to acknowledge success, resolve problems and identify training/development needs.

**Equal Opportunities**

The post-holder will be expected to carry out all duties in the context of and in compliance with the Council’s Equal Opportunities Policies.

**Signatures**

This job description is current at the date below but will be reviewed on a regular basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements, which are commensurate with the job title and grade.

Signed.....  
Welfare Assistant

Signed .....  
Headteacher

Name:.....

Name .....

Dated.....

Dated .....

**Review arrangements**

The details contained in this job description reflect the content of the job at the date it was prepared. However, it is inevitable that, over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the school will expect to revise the job description from time to time and will consult with the post holder at the appropriate time.