

Welfare Officer

James Elliman Academy

Job Description

Reporting to	Office Manager / Principal
Grade	L4
Notice period	8 working weeks
Date evaluated	September 2020

Job Purpose

To act as the lead professional in the school for ensuring pupils with medical conditions/needs and those requiring medical attention due to accident / illness, receive the highest quality care and support.

Key Accountabilities

The following list is not intended to be exhaustive but indicates the range of duties and the level of responsibility involved.

Main Duties and Responsibilities

- Provide welfare, first aid and medical support for pupils;
- Ensure all applicable staff members have received up-to-date (and relevant) First Aid and Medical training;
- Ensure all authorised medication forms are completed and filed for at least 12 months;
- Ensure any child requiring authorised medication (e.g. inhalers) has the applicable product on site (and in date) at all times;
- Assist care plans for pupils with specific and complex medical needs;
- Maintain database of children with on-going medical needs;
- Alert staff of pupils medical needs where necessary;
- Maintain supply of first aid products;
- Provide weekly welfare report for SLT;
- Provide weekly referral report to the Trust;
- Liaise with external bodies as and when required e.g. school nurse;
- Organise visits from outside agencies, i.e. School Nurse, dentist and any other applicable agencies;
- Maintain an up to date medical policy in line with Local Authority and Government guidance;
- Liaise with school attendance with regards to child medical absence;
- Record accident information and complete all necessary accident forms;
- Liaise with parents/carers/staff regarding medical and welfare issues;
- Accompany pupils to hospital/doctors in an emergency if parents are unavailable;
- Ensure medical room is welcoming, clean and tidy;
- Lead on accident investigations;
- Assist the writing of risk assessments
- Assist with reception duties as and when required, and in particular during morning period;

General

- Maintain confidentiality in and outside the workplace;
- Support the implementation of academy policies;
- Promote the inclusion and acceptance of all pupils;
- Be aware of and understand safeguarding protocol and procedures and the importance of taking appropriate action;
- Attend and participate in meetings and training opportunities;
- Carry out any other reasonable tasks/duties as required by The Trust in accordance with the needs of The Trust.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation.

Confidentiality

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of The Park Federation Academy Trust or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

Data Protection

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 2018.

Safeguarding

In accordance with the commitment of The Park Federation Academy Trust to follow and adhere to the Department for Education guidance entitled "Keeping Children Safe in Education", it is the individual's responsibility to promote and safeguard the welfare of children and young people in the Academy. A satisfactory DBS check is required for this post.

Person Specification

Criteria	Essential	Desirable
Experience & Qualifications	<ul style="list-style-type: none"> • Good standard of general education including English and Maths • Good communication skills, both verbal and written • Experience of working successfully and co-operating as a member of a team • First Aid Qualification 	<ul style="list-style-type: none"> • Experience of undertaking a range of administrative tasks • Office experience
Skills & Knowledge	<ul style="list-style-type: none"> • Understanding the statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities, Health & Safety and inclusion • Have confident IT skills including Word, Excel, email and database programmes • To be able to deal with regular interruptions • Establish and develop appropriate relationships with pupils, staff, parents and Governors • Communicate effectively (both verbally and in writing) at all levels, eg: pupils, staff, parents, visitors • Promote a positive working environment • Be able to work under pressure • Produce accurate work • Ability to work with minimal supervision and to act on own initiative • Ability to respond to a wide range of enquiries • Ability to work to tight deadlines 	<ul style="list-style-type: none"> • Experience of working with SIMs • To be able to prioritise workloads • Problem solving • Experience of using Medical-Tracker
Personal Qualities	<ul style="list-style-type: none"> • Punctual • Approachable and empathetic • Organised and resourceful • Of smart appearance • A wish to work within a school and be sympathetic to the school's ethos and aims and meet the expectations of the school's Governing Body 	<ul style="list-style-type: none"> • Creative and enthusiastic