

## Relief Welfare Officer

<b>Reporting to:</b>	Admin Co-ordinator
<b>Responsible for:</b>	To ensure effective and efficient provision of first aid and welfare support to students and staff
<b>Liaising with:</b>	Headteacher, Deputy and Assistant Headteachers, teaching staff, support staff, students, and parents
<b>Working time:</b>	Thursday 8:0 0am – 4:00pm and adhoc hours as required to support the operational needs of the college during busy periods or to cover for staff absence (includes a 30 minute unpaid lunch break)
<b>Salary/grade:</b>	Grade C
<b>Supporting Students:</b>	<ul style="list-style-type: none"> <li>• To assess staff and student medical needs and administer front-line first aid or undertake other action/welfare support as required. As appropriate, to arrange for the child to return home or to refer for onward assessment and treatment by medical practitioner or hospital.</li> <li>• To maintain records and reports for such cases and the action taken.</li> <li>• To maintain accurate and up-to-date records of incidents in the Accident Book.</li> <li>• To maintain accurate and up-to-date records of students visiting the Welfare Office for medical reasons.</li> <li>• To maintain in secure conditions, supplies of first aid equipment and approved medical supplies. To administer medication according to the College's policy in the event of a student requiring regular supervised treatment.</li> <li>• To liaise with senior members of staff regarding any concerns in relation to individual students.</li> <li>• To use the electronic registration system to carry out register checks twice daily, including checking for absences and dealing with any queries.</li> <li>• Preparing data for truancy call</li> <li>• To enter marks on the electronic registration system as required.</li> <li>• To use the electronic registration system to produce reports as required.</li> <li>• To attend staff meetings as required.</li> <li>• To be aware of the college Child Protection and Data Protection procedures relevant to the post.</li> <li>• To liaise with the pastoral team and students.</li> <li>• To monitor the welfare ansaphone and email account and action accordingly</li> </ul>

**Other Specific Duties:**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Date: January 24

## Person Specification

Area	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good general level of education including 5 GCSEs A*-C or equivalent</li> </ul>	First Aid Certificate
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>▪ Willingness to undertake further qualifications or training relevant to the post</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>▪</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of working in a secondary school</li> <li>• Previous experience of working as a medical professional</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>▪ Knowledge of child protection / safeguarding procedures</li> <li>▪ Strong admin skills and knowledge of Microsoft Office systems particularly Word, Excel and Outlook</li> <li>▪ Excellent communication skills</li> <li>▪ Ability to prioritise and organise workload and keep accurate records</li> <li>▪ Ability to develop good working relationships with staff and students</li> <li>▪ Awareness of data protection</li> </ul>	<ul style="list-style-type: none"> <li>▪ Knowledge of SIMS Information Management System</li> </ul>

	issues relevant to the post	
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>▪ Ability to meet tight deadlines</li> <li>▪ Ability to deal with confidential and difficult issues in an appropriate way</li> <li>▪ Good time-management skills</li> <li>▪ Flexible and adaptable to meet the needs of the college</li> <li>▪ Ability to stay calm under pressure</li> <li>▪ Self motivated and the ability to use their own initiative</li> </ul>	