JOB DESCRIPTION

School	**Cranbrook Primary School**		
Job title	**Welfare Assistant**		
Grade	**LBR 4, Point 7-10**	**Salary £12.47 - £13.15 per hour**	
Hours of Contract	**8:45am - 3:15pm**	**Monday - Friday**	**Lunch: ½ hour**
Reports to	**Premises Manager**		

- Under the instruction/guidance of the Premises Manager, 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

TASKS

Organisation

- Undertake pupil first aid/welfare duties (and staff first aid, as required), looking after sick pupils and supervising pupils with specific medical needs, completing relevant first records and liaising with parents/staff as necessary.
- Administration of Pupil Care Plans and Medications liaising with the School Nurse and parents to ensure plans are kept updated

Medical

- Supervise the self-administering of medicine by children or administer medication to children and keep relevant records up to date.
- Undertake pupil first aid/welfare duties (and staff first aid, as required), looking after sick pupils and supervising pupils with specific medical needs, completing relevant first records and liaising with parents/staff as necessary.
- Be the point of contact with parents of pupils with medical needs, including completion of risk assessments for casts/crutches, etc before a pupils returns to school.
- Liaise with health professionals as the point of contact for the school for individual pupils and families
- Liaise with health professionals and local authority regarding annual health checks and immunisation programmes, protocol training for staff and the school nurse.
- Liaise with ISS (School Meals) with regards to variations in menus for pupils with care plans
- Organise and carry out the administration and paperwork involved in care plans meetings
- Ensure all staff are aware of the protocols for medication (e.g. asthma pumps) in the classroom/trips/PE
- Prepare medical packs for all school trips

Administration

- Monitor/replenish first aid stock/kit
- Maintain asthma pump list and ensure two pumps are in school; chase parents to replace expired pumps
- Maintain a medication list and ensure it remains within date
- Maintain electronic system for First Aid record keeping and keep clear records of all accidents/sickness/head bumps
- Complete Accident and Incident Report forms for serious injuries and hand it to the Premises Manager
- Maintain ambulance call out and follow up records
- Follow up any hospital visit/serious accidents with parents, ensuring appropriate school staff are kept informed of the individual's progress
- Administer prescription medication as necessary, ensuring consent forms have been completed and signed by parent/carer and SLT
- Report any pupil concerns to relevant staff members
- Supply all classes with basic First Aid packs
- Check blood sugar level of diabetic children and take appropriate action
- Maintain the medical room and its contents in a secure, safe and tidy manner
- Maintain manual and computerised records/management information systems
- Produce lists/information/data as required e.g. asthma pumps and care plans reports
- Undertake administrative tasks as requested

- Occasional absence cover for Office

Resources

- Operate office equipment e.g. photocopier, computer
- Arrange orderly and secure storage of supplies
- Undertake routine financial administration e.g. collect and record dinner money

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 difference 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 2021, 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
- Be compliant with all agreed procedures in line with the school's COVID risk assessment.

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	• Experience of development, management and operation of administrative systems, in particular SIMs
Qualifications/ Training	• NVQ 2 or equivalent qualification or experience in relevant discipline • Very good numeracy/literacy skills; at least to GCSE equivalent Grade A-C • First aid certificate
Knowledge/Skills	• Effective use of ICT equipment/resources, especially SIMs • Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation • Very good ICT skills • Very good communication skills • Ability to relate well to children and adults • 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: September 2022