

## Job Description

<b>Job Title</b>	Welfare Officer / School Nurse
<b>Grade</b>	Grade H6-H9 £28,624 - £40,476 Pro rata for hours and weeks worked
<b>Hours and Weeks worked</b>	37 hours/ week, 41 weeks p.a
<b>Contract type</b>	Permanent
<b>Reports to</b>	School Business Manager
<b>Staffing Responsibility</b>	First Aiders

### Job Purpose:

- To support the Business Manager in promoting and managing student health and welfare.
- To provide efficient and effective day to day First Aid support.
- To contribute to the overall ethos, work and aims of the Academy.

### Welfare and First aid responsibilities:

- Promoting and managing the physical and emotional health and wellbeing of students
- Ensuring that Students are attended to promptly.
- Administering first aid and care to Students referred to by staff or self-referred until they are able to return to lessons or are passed into the care of a parent, guardian, doctor, hospital, etc.
- Accurately recording all visits.
- To be responsible for writing and reviewing medical healthcare plans for Students with health needs, and sharing these appropriately.
- To be responsible for writing, reviewing and updating welfare and first aid related school policies.
- Supporting Students with medical issues, Students' adolescent physical health and emotional wellbeing and working with the Inclusion Team accordingly.
- Organising school health immunisation programmes.
- Being available to staff leading school trips to offer information regarding individual Students and their medication, and supplying First Aid kits for trips.
- Ensuring First Aid kits around school are monitored and restocked.
- Providing basic First Aid knowledge to staff at the start of the academic year and informing staff of procedures if faced with medical emergencies such as the more serious medical conditions they may encounter.
- Arranging for First Aiders to be appropriately trained.
- Being responsible for the welfare and the first aid budget.
- Maintenance of the School First Aid room as an attractive, hygienic room, suitably equipped for serving the medical needs of the Students and staff.
- To provide appropriate and time-specific health and wellbeing information to Students

### Communication and record keeping:

- To ensure effective information sharing.
- Making contact with parents as appropriate, ensuring that thorough records are kept of the conversations and any action taken.
- Liaising with the relevant member of staff, Form Tutor, Head of Year, Senior Leadership, on issues which arise through the care of Students in the First Aid Room.
- Attend and participate in support staff meetings and share skills with others.
- Completion of accident reports and passing them to Senior Leadership as required.
- Updating medical records on the school database and liaising with parents as necessary if further information is needed.
- Liaising with local public health teams regarding immunisations and any other medical matters which the school needs to act upon.
- Ensuring that while medical and personal confidentiality is respected the school observes a “joined up” approach in the care of the Students.
- Having an overview of welfare across the Academy and spotting patterns or trends with individual Students or groups in conjunction with the Inclusion Team.
- Updating the medical records, stock book and keeping Students’ medical supplies up to date (epipens, inhalers, etc).
- Carrying out regular First aid stock takes and replenishing stocks.

#### **Training**

- To be willing to complete and participate in any training relevant to the school setting e.g. Level 3 Child Protection as required.

#### **Ad Hoc**

- Work with the Business Manager during a pandemic like COVID-19 to set up and implement Health Care facilities in line with Government Guidelines.
- Provide ad hoc support, information, reports and spreadsheets in response to queries about welfare and first aid.
- Undertake Welfare duties at the discretion of the School Business Manager as may reasonably be required due to the changing needs of the Academy.
- Appreciate and support the role of other professionals and establish constructive relationships and communicate with other agencies and professionals.
- Comply with and report all concerns to an appropriate person, in respect of:
  - Child protection,
  - Health, safety, and security,
  - Confidentiality, and
  - Data protection.
- Ensure that the Academy’s processes and procedures contribute to its commitment to Equal Opportunities for all.

*The duties and responsibilities listed above describe the post as it is at present. This role will be reviewed annually as part of the performance appraisal process and the post holder is expected to accept any reasonable alterations that may from time to time be necessary.*

*Westfield Academy is committed to safeguarding and promoting the welfare of Children and Young people. To meet this responsibility, we follow a rigorous selection process. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.*

## **Person Specification**

Attributes	Essential (or expected to train/qualify to that standard)	Desirable
<b>General</b>	<ul style="list-style-type: none"> <li>▪ A professional, adaptable and proactive attitude</li> <li>▪ Tact and absolute discretion in dealing with all matters</li> <li>▪ Polite and courteous</li> <li>▪ Confidentiality, probity &amp; integrity</li> <li>▪ Independence but with the ability to work as part of a wider team of support staff and pastoral staff.</li> <li>▪ Strong verbal and written communication skills</li> <li>▪ Able to respond calmly, quickly and willingly to urgent and unexpected requests</li> <li>▪ Confident and adaptable in liaising with the wider pastoral team and, where necessary, external agencies.</li> <li>▪ Excellent time management</li> </ul>	
<b>Qualifications, Training &amp; Relevant Experience</b>	<ul style="list-style-type: none"> <li>▪ A recent First Aid certificate is required.</li> <li>▪ Experience working in a school setting</li> <li>▪ Good knowledge of ICT packages and systems</li> <li>▪ Appropriate qualifications.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience as a Welfare Officer in a School setting is desirable.</li> <li>▪ Experience of SIMS and Go4Schools desirable</li> </ul>
<b>Knowledge, Skills, and Abilities</b>	<ul style="list-style-type: none"> <li>▪ Ability to plan, organise and prioritise effectively, to meet deadlines</li> <li>▪ Ability to communicate complex information to a lay person</li> <li>▪ Ability to manage own work pressure and that of others effectively</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>▪ Strong people skills, fair minded and able to communicate well to a variety of audiences</li> <li>▪ Capable of delivering results to tight deadlines and under pressure</li> <li>▪ Team player, willing to share in key decision making</li> <li>▪ To be able to prioritise and manage situations under pressure.</li> <li>▪ Excellent interpersonal and communication skills, and the ability to interact with people at all levels, combining confidence and assertiveness in a calm, courteous and professional manner.</li> <li>▪ Competent IT skills, including use of word, spreadsheets and databases.</li> <li>▪ Demonstrate good personal skills in a pleasant, friendly and competent manner and be able to welcome, help or reassure staff, Students and visitors by telephone and personally to the school office.</li> </ul>	