

THE HEATHLAND SCHOOL  
ASSISTANT WELFARE OFFICER  
SCALE 6  
TERM TIME + 5 INSET DAYS  
8.30 – 4.30  
£29,926.54 to £31,746.19

**JOB PURPOSE**

To deputise for the welfare officer in providing day to day medical needs of students and adult staff and school visitors including first aid. To be responsible for associated resources. To deliver staff and student training on medical needs and first aid.

To lead staff training on medical needs and procedures and to lead student first aid groups

**KEY ACCOUNTABILITIES**

Responsible to Welfare Officer

1. To provide care and first aid to students who are unwell or injured, liaising with parents or guardians where a student is unable to remain in school, and, where necessary, accompanying a student to hospital until a parent or guardian is available.
2. To administer First Aid and medical provision to staff and daytime school / community users and pupils' medication as necessary. Including the maintenance of the medical room, stocks/resources to a high standard and to manage the medical budget.
3. To liaise with GPs and obtain the relevant documentation to allow pupils who have medication that needs to be declared, (anaphylaxis, epilepsy, diabetes) to travel abroad with the school on trips
4. To provide advice and guidance to parents and ensure that all parents are made aware of any medication that is close to expiry and needs replacing; lifesaving medication must be in date, and parents are contacted to supply medication one month prior to the expiry date.
5. To support the welfare officer to ensure local procedures relating to medical conditions, treatments and healthcare support are in place, regularly reviewed and kept up to date, including the maintenance and review of individual healthcare plans and care documentation.
6. To support the welfare officer to ensure all staff are informed of pupils' medical needs and conditions through termly updates, including the circulation of the student major medical list, and to maintain staff awareness of colleagues trained in first aid and the administration of life-saving medication.

7. To support the Welfare Officer in arranging and, where appropriate, delivering training for staff in first aid, emergency first aid at work, the use of adrenaline auto-injectors, defibrillators and emergency epilepsy medication, ensuring that all training records and certifications remain current and up to date.
8. To support the Welfare Officer in ensuring that all first aid kits, defibrillators and emergency medical equipment, including the metal grab box outside the Site Team Office, are checked, maintained and restocked as required, with expired supplies safely disposed of.
9. To manage the safe storage and administration of medication in line with DfE guidance and regulations.
10. To offer comfort and support to students who are worried, stressed or distressed, directing them to appropriate senior member of staff and/or referring student to Counsellor, or outside agency as required
11. To maintain accurate and timely records of accidents, incidents, injuries and medical concerns using the appropriate platform, and to supervise students attending the Medical Room when required.
12. To be aware of, and comply with, policies and procedures relating to child protection, First Aid regulations, health, safety and security, confidentiality, data protection and other school procedures, reporting all concerns to an appropriate person
13. To provide routine clerical support to the Main Office and other miscellaneous duties allocated by Line Manager.
14. To provide support to teachers on trips & visits.
15. To follow all safeguarding and GDPR procedures and complete training as required.

The role of the Assistant Medical Officer will vary from day to day. During quieter days the Assistant Medical Officer will be Responsible to the Office Manager

- Organisation and cataloguing of Departmental resources including textbooks, examination papers, course work and worksheets
- Maintenance of Departmental storage area(s)
- Preparing resources for Departmental displays in classrooms
- Maintenance of booking sheets for Department use of resources
- Preparing resources for Departmental use

2. To assist the Head of Department with:

- Updating of pupil performance data, including assessments and progress reports
- Correspondence to parents
- General Department administration, for example, typing Agendas and Minutes of department meetings
- Termly duties creating achievement certificates

This job specification may be re-negotiated if the needs of the school change in the future.

## PERSON SPECIFICATION

Specification	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• GCSE A-C in English Language and Maths</li> <li>• Willingness to undertake training</li> <li>• The 3-day First aid at work qualification</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience in Microsoft Office</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a school</li> <li>• Experience of using SIMS</li> </ul>
<b>Practical Skills</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills</li> <li>• Ability to prioritise and multi-task</li> <li>• Ability to communicate with both adults and children</li> <li>• Ability to work constructively as part of a team</li> <li>• Willingness to learn and adapt quickly</li> </ul>	
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Well presented</li> <li>• Remain calm under pressure</li> <li>• Organised and efficient</li> <li>• Reliable and punctual</li> <li>• Professional and friendly manner</li> </ul>	