



---

## **Student Welfare Officer and Lead First Aider**

### **Job Description**

**Scale:** H3:5-6

**Reporting To:** SLT

**Contract:** 35 hours per week (8.15 a.m.– 3.45 p.m. daily) term time only

#### **Purpose of the Role:**

As Student Welfare Officer and Lead First Aider, you will provide a central role to help signpost, address, support and monitor students (and parents/carers of those students) with first aid or other medical or support needs.

**N.B. The duties listed below are not an exhaustive list of requirements. The specific nature and balance of these responsibilities will vary according to the needs of the school.**

#### **Key Responsibilities:**

1. Responsible for dealing student /parent enquiries for first aid, medical and other support needs (e.g. second hand uniform, lost property, lost timetables etc.).
2. Carrying out the function of student hub reception and administration.
3. Creating and overseeing/updating/recording risk assessments for students with medical needs.
4. Acting as the first point of contact for students who require first aid (including administering first aid)/ or who have medical or other needs and liaising with staff, parents and carers to ensure those needs are met.
5. To contact parents and staff where necessary, including emergency and follow up calls.
6. To notify the Designated Safeguarding Lead (DSL) and Deputy Designated Safeguarding Lead (DDSL) of any concerns regarding individual pupils.
7. To be the Lead First Aider and respond appropriately to pupil requests for first aid.
8. Monitor patterns/reasons of students attending first aid and establish the reasons for any such patterns reporting to SLT/LC appropriately.
9. Contact parents to discuss concerns and coordinate appointments for meetings with SLT/LC.
10. Liaising with students and parents to improve wellbeing and presence in school and lessons.

#### **Whole-school organisation, strategy and development:**

1. Ensuring the schools' vision is clearly articulated, understood and acted upon effectively by all.
2. Demonstrate the vision and values of the school in everyday work and practice.
3. Contribute to the development, implementation and evaluation of the school's policies, practices and procedures.

#### **Health and Safety:**

1. Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality, security, data protection; and report all concerns to an appropriate person.
2. Promote the safety and wellbeing of pupils.
3. Conduct return to school risk assessments for pupils with medical needs, monitor and review as appropriate.
4. Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.

#### **Working with colleagues and other relevant professionals:**

1. Collaborate and work with colleagues and other relevant professionals.
2. Develop effective professional relationships with colleagues.



---

**Management of staff and resources:**

1. Direct, supervise and provide support to staff assigned to them.
2. Contribute to the recruitment, selection, appointment and professional development of other staff.
3. Monitor quality and standards of resources delegated to them.

**Professional development:**

1. Take part in the school's appraisal procedures.
2. Take part in further training and development in order to improve own teaching and overall performance.
3. Where appropriate, take part in the appraisal and professional development of others.

**Communication:**

1. Communicate effectively with pupils, parents/carers, colleagues, wider school community and governors.

**Other:**

1. The postholder will have a 30 minute unpaid lunch break per day, which must be taken towards the middle of the day but outside of pupil lunch (or break) times as these are key times for pupils visiting the student hub.
2. The postholder must be committed to the safeguarding and welfare of all pupils.
3. This post is subject to an enhanced Disclosure and Barring Service check.

**December 2025**