

Welcome to

Dedworth



Middle



WELCOME TO DEDWORTH MIDDLE SCHOOL

Mrs Chandler Headteacher



On behalf of Windsor Learning Partnership, Dedworth campus, governors and staff, I would like to thank you for your interest in working at Dedworth Middle School. I am proud to be the Executive Headteacher here, having taken up the post in September 2020. My priority is to ensure Dedworth Middle School continues to aim to become an outstanding school where every child can achieve their full potential in their academic, creative, personal, physical and moral development. Our focus is all about enabling children to ACHIEVE – to learn and make progress experiencing the highest quality teaching and learning within a happy, safe and secure environment. Happiness at school will lead to good progress and attainment and this is paramount to my vision. We are on an amazing journey which was validated by Ofsted and Challenge Partners. I feel so privileged to lead such an amazing team and am delighted that you are considering joining our wonderful school that I feel so passionate about.

Dedworth Middle School is a successful school and we are very proud of the achievements of all our pupils and staff. We believe in building excellent relationships with all our stakeholders and are always committed to high standards. We have built on an established culture of aiming high, and always going the extra mile. Whilst we are very proud of some excellent and outstanding practice, we know that reports and results are only part of the story. We use inspection and monitoring reports to plan ahead and focus on what we need to improve: we are committed to proactively addressing any development areas and therefore driving the school onto bigger and better things. At Dedworth, we enjoy some excellent facilities in well-maintained grounds but people and ethos make a school, not buildings! We are a happy school who believe in offering excellent learning, teaching and leadership for all; pupils are at the very heart of everything we do here!

Mrs Nicola Chandler
Executive Headteacher of Dedworth Campus



We are a fully inclusive middle school, currently with 520 pupils on roll aged from 9-13. At Dedworth Middle School, we pride ourselves on our inclusive ethos and strong sense of community. You'll be part of a supportive team that values collaboration, professional development, and the wellbeing of both staff and pupils. We work in an environment where opportunities are limitless, the children are supported, and outcomes always consider the whole child. We continue to aim for the highest of standards and provide a friendly and hardworking team.

We are part of the Windsor Learning Partnership which includes Windsor Girls' School, The Windsor Boys' School, Clewer Green CofE First School, Oakfield First School and Dedworth Green First School. In the heart of The Royal Borough of Windsor & Maidenhead, Dedworth Middle School has a strong reputation for being a community school with happy, successful pupils and a proven track record for high quality professional development. 'The why is behind every decision, and this always takes pupils into consideration and us as staff. It is a happy and lovely place to work and thrive.' Ofsted, June 2022.



WELFARE OFFICER

We are seeking a caring, organised and proactive Welfare Officer to join our dedicated team. This is a key role within the school, supporting our pupils' medical, first aid and welfare needs while helping to maintain excellent attendance and positive communication with families.

About the Role

As our Welfare Officer, you will run an efficient first aid and welfare service for pupils and staff. You'll manage first aid provision, oversee medical administration, maintain accurate records and ensure that all pupils with medical needs are well supported and attending their lessons. This role also includes providing high-quality administrative support, keeping up to date with all pupil medical paperwork and fostering strong working relationships with staff, pupils and parents.

Key Responsibilities

- Provide first aid support to pupils and staff, ensuring all incidents are accurately recorded in Arbor.
- Manage medication, Individual Healthcare Plans, allergy and asthma documentation and maintain up-to-date medical records.
- Liaise with parents, carers, school nursing services and staff regarding pupil medical needs.
- Ensure medical supplies are stocked and organise staff first aid training when required.
- Support staff working with vulnerable pupils.
- Complete administrative tasks to a high standard, including emails, documentation, photocopying and filing.
- Promote good attendance and ensure pupils are in lessons.
- Maintain strong communication between school, parents and staff.

What We're Looking For

We are looking for a friendly, professional and highly organised individual with the ability to stay calm, empathetic and solutions-focused. You should be able to work independently as well as part of a team, with excellent communication, customer service skills and attention to detail. The ideal candidate will have a strong educational background and have previous admin experience, used to working in a fast-paced environment and have good computing skills. We would ideally like someone who already holds a valid first aid certificate and has experience of asthma and allergies but we will provide training for the right candidate.



Hours: Term time only. 20 hours a week. 10.15am-2.15pm. Permanent.

Salary: £27,938 FTE, pro rata. (Actual £12,830).

Required: ASAP

To get a feel for who we are and what we stand for, please visit www.dedworthmiddle.co.uk. If you have any questions about the role, please contact Mrs Kelly Mealing, PA to the Headteacher on kel.mea@dedworthmiddle.co.uk for more information. You are very welcome to contact us for an initial visit; we would be pleased to meet you.

At Windsor Learning Partnership, we are committed to safeguarding children and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. The successful candidate will be subject to Disclosure and Barring Service (DBS) checks along with other relevant pre-employment checks. CVs will not be accepted in place of an application form.

The Trust 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 profile 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.

Closing date: 16/3/2026



WELFARE OFFICER

JOB PURPOSE

- To run an efficient first aid service for the school.
- To manage the first aid and welfare of pupils.
- Manage all first aid administration and ensure policy protocols and procedures are followed with regards to managing medicines and caring for children with medical conditions.
- Ensure good communication between staff and the school and parents.
- To ensure pupils have good attendance and are in lessons.

KEY AREAS OF IMPACT

Main Duties and Responsibilities:

Operational:

- To deal with all pupils visiting the hub with queries or first aid issues.
- Phone/message parents when required with regards to topping up lunch money etc.
- Provide a first aid service to pupils and staff including treating and recording information on Arbor and contacting parents if necessary.
- Provide the administrative support needed to support the medical needs of the pupils.
- Regularly update the list of pupils with medical conditions and details.
- Ensure all staff (including supply staff) are aware of pupils with medical needs, what those needs are, triggers, response and procedures.
- Write, co-ordinate and store Individual Healthcare Plans for all pupils with a medical need. Ensure that allergy and asthma forms and asthma cards are completed for relevant pupils.
- Ensure that the school holds in-date medication for those pupils requiring it and contact home when it is near to expiry and supporting paperwork giving authorisation is up to date.
- Liaise with school nursing with regards to pupil immunisation programmes and also staff medical training.
- Ensure DMS has the correct quota of first aiders and organise First Aid qualification training when required.
- Keep first aid supplies topped up and complete purchase requisitions when required.
- Assist staff with vulnerable pupils.

Administrative:

- To ensure that all administrative / clerical duties, emails and documentation are completed to the required level of accuracy including photocopying and filling.
- To have a high standard of grammar and spelling.
- To be proficient in all Microsoft Office applications.

Additional Duties

- To play a full part in the life of the school community including duties to support the ethos and encourage pupils and colleagues to follow this example.
- To actively engage in the appraisal process.
- To continue personal development as agreed.

WELFARE OFFICER

Other Duties:

Other tasks will be negotiated and agreed at the time of appointment and as required. Such tasks may be seen as an important part of the school's continuing professional development programme.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and accountabilities.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

SAFEGUARDING

Windsor Learning Partnership is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and young people to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

Whilst every effort has been made to outline the main responsibilities of the post each individual task undertaken may not be identified.

Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job profile.

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Updated March 2026

WELFARE OFFICER

PERSON SPECIFICATION

	Essential	Desirable
Qualifications		
5 GCSEs A-C including English and Maths		X
First Aid certificate		X
Experience, Skills and Knowledge		
Experience of a working in a school		X
Previous admin experience	X	
Experience of working in a busy environment	X	
Excellent computing skills and experience with databases, Word and Excel	X	
Experience of working with Arbor		X
An interest in supporting children with medical issues	X	
Experience of developing strong professional relationships	X	
Personal Skills and Qualities		
Strong commitment to raising standards	X	
Strong commitment to providing excellent customer service	X	
Highly organised with excellent attention to detail	X	
Self-motivated, able to work with minimum supervision and prioritise tasks	X	
Good team player	X	
Friendly yet professional approach and empathy with pupils and parents	X	
Effective communication and interpersonal skills with adults and children	X	
Positive personal behaviour and positive attitudes towards all members of the school community, including when under pressure	X	