

Role Profile Welfare Coordinator

Hours of Work: 35 hours; Term

Job Purpose

Under the instruction and guidance of the Head of Operations, you are responsible for coordinating the activities of the Welfare Team and providing first aid and welfare support to all children across both the Primary and Secondary Schools, in accordance with the welfare support rota.

First Aid and Welfare Support

- To administer first aid for minor injuries and sickness to students and staff.
- To respond promptly to accidents or injuries, administering appropriate first aid and ensuring students are cared for until they can return to class or until further medical assistance is available.
- To ensure appropriate documentation, such as bumped head slips, is completed and handed to the child's class teacher and/or parents/carers
- To notify parents/carers immediately if a child sustains a significant injury or requires further medical attention (e.g., calling an ambulance).
- To supervise the treatment room and its occupants.
- To administer prescribed medication to pupils, as directed by the appropriate G.P.
- To ensure medicines are stored securely and in line with relevant policies.
- To monitor the sugar levels of diabetic children in accordance with school policy and take appropriate action.
- To prepare medical packs for school trips and accompany educational visits/journeys when required.
- To maintain an adequate stock of first aid supplies, reordering as required, and ensure that all medication is on date, replacing any expired items promptly.
- To organise pupil vaccinations and routine health checks in liaison with the School Nursing Service and relevant health professionals.
- To keep accurate records of pupils requiring medication and of medication administered, including individual health care plans, asthma registers, and medical consent.
- To update the accident and incident reporting system promptly whenever first aid is administered or when an accident or injury occurs.
- To liaise with parents regarding a student's sickness, injury, or collection.
- To update staff with important information about student medical conditions.
- To liaise with the designated person for child protection regarding any concerns for student welfare.

Other Responsibilities & Attributes

- To carry out all duties with due regard to the rights respecting values and ethos of the school.
- To be aware of, read, understand and comply with all federation policies and procedures, especially those relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- To ensure compliance with all responsibilities as laid out in the federation's equal opportunity policy and take an active role in promoting equality and diversity
- Have integrity, humility and always work ethically
- Be a positive and dynamic role model for other members of the staff team
- Maintain a thorough understanding of inclusion and safeguarding requirements
- Carry out any task commensurate with the grade and nature of the post, as reasonably requested by the Headteacher or Head of Operations, to support the functions of the school.
- Respect the confidentiality of all matters relating to the school, pupils and staff always.
- Participating in training applicable to the role as directed by the school

Person Specification

Essential	Desirable
Qualifications:	A current first aid qualification
Professional Development: Knowledge of safeguarding matters	Willingness to undertake further training
Job related Knowledge/Aptitude/Skills: An ability to communicate effectively An ability to work independently and as part of a team An ability to show initiative in a range of situations An ability to interact positively with pupils, parents, colleagues and visitors to the school A respect for the need for confidentiality	Knowledge of educational issues Knowledge of community languages An ability to use information technology effectively
Experience:	Experience of working in an educational setting
Personal qualities: Confidence, warmth, sensitivity, reliability, maturity, enthusiasm and positivity. Good interpersonal skills. A commitment to parental, community and Governing Body partnership.	
Equal Opportunities: An understanding of and willingness to comply with the council's Equal Opportunities Policy	

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment