

Job Description

Staff Welfare Assistant

Responsible to: Deputy Headteacher
Salary Grade: Scale 5
Full time/Part time: Part time - 20 hours per week (flexible working pattern over 5 days per week), 38 working weeks (term time only)

Job Purpose

To provide support within the school in relation to monitoring and managing staff attendance and welfare in line with Trust Policies and Procedures.

Safeguarding Responsibilities

- Demonstrate a commitment to keeping children and young people safe
- Report any disclosure made to you to the appropriate person
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of the Trust policies in relation to safeguarding

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.

Key Responsibilities

1. Monitoring & Early Identification

- Ensure attendance and absence records are accurately maintained.
- Track patterns (frequent short-term absences, Mondays/Fridays, term-time trends)
- Flag concerns early to Senior Leaders and People and Culture

2. Supporting Return-to-Work Processes

- Coordinate and document return-to-work meetings
- Prepare attendance summaries for line managers
- Ensure all self-certification and return to work documents are completed on Every HR system

3. Informal Absence

- Responsible for coordinating and facilitating informal absence meetings in accordance with Trust Policy.
- Liaising with Senior Leaders to ensure consistency and requesting Occupational Health referrals where necessary.

4. Promoting Wellbeing & Support

- Signpost staff to counselling, EAPs and wellbeing initiatives
- Making welfare calls to staff
- Share information on flexible working
- Support the school to foster a culture where staff feel supported
- Deputise for the Deputy Headteacher at the staff mental health and wellbeing committee when required.

4. Policy Awareness & Consistency

- Ensure staff and managers understand the school's attendance and absence policies and absence reporting procedures
- Support the school to ensure that policies are applied fairly and consistently
- Update records in line with GDPR and confidentiality requirements

5. Liaison & Communication

- Coordinate between staff, line managers, SLT, and the Central team.
- Support the Senior Leadership Team and People and Culture with paperwork and notetaking for formal processes.

6. Preventative & Improvement Work

- Assist Senior Leaders with identifying where support is required (workload, stress, timetable pressures).
- Proactively undertake stress risk assessments and implement other dedicated support frameworks identified to enhance employee well-being

General

- Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure all duties and services provided are in accordance with the trust's Equal Opportunities Policy
- The Trustees and Local Governing Committee are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task needing to be undertaken may not be identified.

The postholder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description.

This job description may be amended at any time following discussion with the Headteacher and/or CEO, and will be reviewed annually.