



Saracens Bell Lane

Job Description

Job Title: Welfare Administrator

Responsible to: Vice Principal

The main purpose of the role is to provide full support to ensure the effective administration and delivery of first aid for the school.

To carry out this role effectively you need to be aware of, and support, the fundamental philosophy and aims and objectives of the school, and to be instrumental in creating an ethos which facilitates the effective education of every pupil and ensures that they can make exceptional progress.

Your key responsibilities as **Welfare Administrator** are:

- Be the first point of contact for first aid support during break and lunchtimes
- Contact parents / carers as required
- To analyse the medical incidents in schools weekly by systematically recording, reviewing, and investigating accidents, illnesses, and near-misses to identify trends, hotspots, and necessary safety interventions
- To assess First Aid problems presented by pupils and staff, taking appropriate action in the event of an emergency and communicating with staff and parents/carers as necessary
- To liaise with class teachers regarding confidential medical matters
- To be responsible for the safe-keeping of prescribed medication in a locked cupboard
- To be responsible for administering prescribed medication which are necessary to be taken by pupils during the school day, ensuring that parental consent is obtained and recorded
- To maintain accurate records in accordance with new and changing medical needs, and inform staff of changes
- To co-ordinate, administer and maintain Individual Health Care Plans for pupils with specific medical needs in conjunction with parents and any other relevant health care professionals
- To liaise with other schools in order to assess pupils' potential medical needs prior to their attendance at the school
- To be responsible for maintaining stocks and ordering medical supplies and equipment in order to ensure adequate emergency medical resources exist within the school
- To carry out weekly stock audits of all First Aid boxes and First Aid kits throughout the school (including those used for trips) and ensure they are replenished. Ensure all emergency First Aid medical equipment (including the defibrillator) is in good working order
- Organise medicines for trips as required
- To make arrangements for vaccination sessions, hearing tests, eye sight test held by the Local Authority for the relevant age groups of pupils, undertaking

the necessary communications and ensuring appropriate records are completed and retained

- To keep an accurate list of all staff accredited with First Aid at Work, together with dates of expiry, and arrange training to ensure that an appropriate number of staff for all areas of school are trained in these skills
- To meet with pupils returning to school after an injury which impacts mobility, hearing or sight and agree a personal emergency evacuation plan (PEEP), liaising with the Vice Principal
- To support pupils returning to school after a prolonged period of absence
- Take responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with
- To work alongside attendance staff to help reduce school avoidance and reduce absence through medical reasons
- Ensure all tasks are carried out with due regard to Health and Safety
- Adhere to the school policy on equality and diversity
- Ensure confidentiality and adhere to GDPR requirements at all times
- Undertake appropriate professional development including adhering to the principle of performance management
- To network with internal and external health agencies on a regular basis. To liaise with a range of health agencies with a view to seeking advice and support on behalf of students with specific health issues

Other:

- To manage a set budget
- To deal with any lost property
- To be responsible for own continuing self-development, undertaking training in both medical and participating in annual appraisals
- To undertake any other administrative duties appropriate to the grading of the post as required for example, reprographics work, typing, filing, covering reception

These accountabilities outline the main areas of the role; they are not a comprehensive list of tasks to be undertaken.

This job description may be varied from time to time in response to specific needs within the school and at the direction of the Principal.

Person Specification

Criteria	Essential	Desirable
Qualifications	<p>English and Maths GCSE at A*-C (9-4) or equivalent</p> <p>Good standard of literacy and numeracy</p> <p>First Aid qualification</p>	<p>A levels or equivalent</p> <p>First Aid at Work qualification</p>
Experience	<p>Experience of working as a Welfare Assistant or First Aider</p>	<p>Experience of working as an Administrator in a school</p> <p>Experience of school MIS systems</p> <p>Experience of working with children or young people</p> <p>Experience of safeguarding or child welfare in an educational setting</p>
Knowledge	<p>Microsoft Office</p> <p>Use of ICT including Google Drive</p>	<p>Knowledge of local community</p>
Personal Attributes	<p>Excellent communication and interpersonal skills</p> <p>Able to work in a team</p> <p>Able to show initiative</p> <p>Able to manage own time effectively and demonstrate initiative including establishing priorities</p> <p>Able to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests</p> <p>Able to adhere to the school's policies and procedures and most importantly the equal opportunities policy, child protection policy and all health & safety related policies</p> <p>Able to maintain confidentiality</p> <p>Able to work with minimum supervision</p> <p>Commitment to safeguarding and promoting the welfare of children</p>	<p>Commitment to personal development</p>