



Student Welfare Officer

Heathside Walton-on-Thames

Walton-on-Thames, Surrey KT12 2JP

Starting September 2025

35 hours per week

Working Pattern: 8:00am – 3:30pm M-F

38.4 weeks term time only

ElmWey Pay 5 £26,777-£28,686 (FTE)

Actual Salary £22,052- £23,624 per annum

We are seeking to appoint a compassionate, proactive, and approachable Student Welfare Officer to join our team at Heathside Walton-on-Thames and make a real difference in the lives of our students. This role plays a vital part in ensuring the wellbeing and daily support of students, including managing health care plans, minor medical needs, leading first aid, assisting with pastoral care, and providing administrative support to the wider team.

Duties will include:

- Provide first aid and welfare support to students throughout the school day.
- Monitor and manage health care plans and medication.
- Be the first point of contact for unwell or injured students, parents, and staff.
- Support the pastoral and safeguarding team with daily administrative tasks.
- Assist in maintaining a calm, safe, and supportive school environment.

Candidates should:

- A relevant First Aid qualification and experience of paediatric medical requirements would be advantageous.
- A genuine passion for student welfare and wellbeing.
- Excellent interpersonal and communication skills.
- Ability to build trust with young people from diverse backgrounds.
- Knowledge of safeguarding practices and relevant legislation.
- School admin experience is desirable, but not essential

In return we offer:

- A supportive and values-led community where every staff member is integral to our collective success
- A vibrant and collaborative team
- A school where wellbeing is a core component of our everyday practice
- Excellent professional development opportunities
- Local Government Pension Scheme, including generous employer contributions.
- Free on-site parking
- Discounts at retailers, a cycle to work scheme and a free flu vaccination

Closing date: Monday 2nd June 2025 at midday

Interviews: w/c Monday 9th June 2025

Applications will be considered as they are received. We reserve the right to make an appointment prior to the closing date.

We are committed to safeguarding and promoting child welfare. Applicants must undergo child protection screening, including checks with past employers and Enhanced DBS disclosure. Committed to equal opportunities, we welcome applications from all sections of the community.

