



Saracens High School

Job Description

Job Title:	Welfare Administrator (with Reception Support)
Responsible to:	Senior Administrator

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:

- Act as the first point of contact for first aid and medical support for pupils and staff throughout the school day, including providing care for specific medical conditions.
- Liaise with the Admissions Officer and the Grow & Thrive Team/SENCO to obtain, review, and coordinate medical information for all new students joining the school.
- Arrange and lead meetings with parents/carers to discuss students' medical needs and develop Individual Healthcare Plans (IHCPs) where required.
- Maintain accurate and confidential student medical records through the Arbor system, including updating relevant information and generating school passes for pupils with specific medical requirements.
- Receive, record, and securely manage student medication using the school's medical tracking system.
- Communicate relevant medical information and care requirements to Year Leads and appropriate staff, ensuring confidentiality and full compliance with GDPR regulations.
- Administer prescribed medication in accordance with school policies and individual healthcare plans, while monitoring medication expiry dates and liaising with parents/carers regarding replenishment when necessary.
- Assess the severity of medical incidents and contact parents/carers, emergency services, or arrange ambulance support when required.
- Maintain accurate records of medical incidents, treatments, and follow-up actions using the Medical Tracker system.
- Monitor and follow up on ongoing medical and welfare concerns to ensure appropriate support is in place for students.
- Ensure all first aid boxes, classroom first aid pouches, and welfare supplies are regularly checked, stocked, and replenished as required.
- Prepare and organise first aid kits and medical supplies for educational visits and school trips, ensuring all relevant medical information, emergency medication, and dietary requirements are communicated appropriately, including the preparation of lunch forms for the kitchen.



- Coordinate first aid provision for whole-school events, including Sports Day and other large-scale activities.
- Support the SENCO Administrator with the coordination and administration of school vaccination programmes.
- Promote student health, well-being, and safety across the school environment.
- Work collaboratively with staff, parents/carers, and external professionals to support students' medical and welfare needs effectively.
- Ensure compliance with school policies, safeguarding procedures, health and safety regulations, and statutory requirements.
- Undertake relevant professional development and training as required.
- Monitor and maintain stock levels of school medication, first aid supplies, medical devices (including defibrillators), and staff medication, arranging purchases as necessary.
- Provide administrative support to the wider Admin Team as required.

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 with school MIS systems</p>
Knowledge	<p>Microsoft Office</p> <p>Use of ICT</p>	<p>Knowledge of local communities on the Grahame Park Estate</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>