



TITLE:	STUDENT SERVICES ASSISTANT - Health & Welfare
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RESPONSIBLE TO:	Executive Assistant
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PURPOSE OF THE POST:	<p>To provide a friendly, welcoming and informative central enquiry point for students and staff.</p> <p>To assist students and staff to access help and support across all departments using school information systems</p> <p>To manage and provide effective first aid and medical assistance to students and staff throughout the school day.</p> <p>To assist in the management of, and play a key role in, the on-going health and welfare of students and staff across the school.</p> <p>To be a key member of the pastoral and health team.</p> <p>Lead on the provision and updating of risk assessments for all students with a medical or mobility need.</p>
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Main duties and responsibilities:

Enquiry Point

- Provide a friendly, welcoming and informative central enquiry point for students and staff, triaging enquiries, identifying appropriate sign posting and relevant information.
- Meet and greet all students and relevant visitors to Ridgewood School, providing an initial welcome, dealing with immediate enquiries and helping them navigate the organisation.
- Respond proactively to ensure an excellent level of service for all students, and visitors, and maintain responsibility for an enquiry until they have been handed on to the right person or their query resolved.
- Staff the Student Services reception desk 8.00am-4.00pm during term time.

Support Services for Students and Staff

As part of a team, administer important services for students and staff including, but not limited to:

- Manage the distribution of school uniform and revision books to students.
- Manage, oversee, support and ensure the efficiency and productivity of our Student Admin.
- Deliver training and provide advice to the staff who cover Student Services/First Aiders to deliver a high-quality service to students.
- To act as first point of contact for student enquiries.
- Administration of confiscated items and their return to students.
- Assist BfL when students have been sent for/need to speak to them.

Manage Health & Welfare

Provide an effective Health and Wellbeing service to students and staff, including but not limited to:

- Be the senior first aider for the school during the school day.
- Line management of the first aid team.
- Manage the safe storage and administration of medication.
- Keep appropriate records of all medication administered.

- To ensure the control and disposal of unused medication.
- Be responsible for the administration of all Health Care plans, Asthma plans, allergy information etc., distributing the information to relevant parties and ensuring compliance for audit.
- To check, and replenish where necessary, all first aid boxes at least once per term, ordering replacement items as necessary.
- Provide first aid equipment for school trips.
- Create rota of additional first aid provision using trained staff.
- Coordinate immunisations, to ensure the smooth running of external provision in school.
- Ensure accidents and/or near misses are recorded, and investigated where applicable, using the appropriate system in accordance with the Health and Safety policy and all statements recorded from all parties involved.
- Attend meetings with parents for students with medical needs.
- Comply with the school's security requirements in relation to medicines and student information.
- To be alert to any concerns i.e. safeguarding and ensure all concerns are input onto CPOMS within the required time.
- Contact parents to collect any sick student that needs to go home/get medical treatment.
- Be the lead person for any student/staff that require ambulance assistance. Brief ambulance personnel and direct school staff as required. Accompany any injured students to hospital where required.
- To undertake, record and update all risk assessments relating to students' health and mobility in liaison with parents.
- Manage all students with mobility issues in the event of a fire alarm.
- Expectation to remain on site after working hours due to a medical emergency.

Miscellaneous

- To undertake appropriate training as required in order to be able to undertake the duties and responsibilities that are required.
- To undertake such other duties that may from time to time be reasonably requested.
- To participate in the process of annual review.
- To be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- To co-operate with the employer on all issues to do with Health, Safety and Welfare.
- These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the postholder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.

All posts at the school are subject to a six-month probationary period. Confirmation of the position is subject to satisfactory completion of this period.

Hours of work: Monday 8.00am-3.30pm, Tuesday – Friday 8.00am-4.00pm, term time + 5 days

This job role sits alongside the requirement for staff to abide by all school policies and relevant national and local requirements including terms and conditions and national standards. This job profile is not exhaustive and the post holder may be required to undertake other duties as necessary and appropriate.

Note: This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed.