



# ALL SAINTS CATHOLIC COLLEGE

## Job Description

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**JOB TITLE:** Student Welfare Officer

**GRADE:** 5

**HOURS:** 37 per week. Term time + 1 day

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### Purpose of the post

- To ensure the safety and wellbeing of sick pupils.
- To undertake administrative duties which include ensuring student medical records are kept up to date, information is recorded appropriately and in line with established procedures, and it is shared with relevant parties.
- To book first aid training for designated staff, ensuring timely renewals are arranged.
- To ensure the medical room is stocked appropriately, ordering equipment and resources as necessary in relation to the provision of first aid.
- To deal with incidents and emergencies, including liaising with appropriate school staff and external agencies.
- To liaise with external agencies re vaccination programmes and for training and stock requirements.

### Key areas

1. Provide first aid and welfare service
2. Organisation of staff first aid training
3. Provision of specialist administrative duties
4. Liaison with external bodies
5. General duties

### Duties and responsibilities

#### 1. Provide first aid and welfare service

- 1.1 Administer basic first aid to students, liaising with parents, as necessary.
- 1.2 Deal with minor incidents e.g. cuts and grazes, burns and illness, reporting these appropriately.
- 1.3 To contact the ambulance service, when appropriate.
- 1.4 Responsible for issuing and collecting medical forms.
- 1.5 Maintain up to date medical/first aid records.
- 1.6 Process documentation required for transmission to the LA regarding student and staff accidents.
- 1.7 Ensure correct storage of medications and issue of same to pupils.
- 1.8 Collate and provide first aid kits for all school trips and departments, as necessary.
- 1.9 Maintain adequate stocks of all first aid equipment, ensuring expiration dates are checked, including contents of first aid boxes throughout school.
- 1.10 Ensure database is updated with pupil medical needs, and this information is shared with relevant parties (catering team), as needed.



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- 1.11 To facilitate pupil vaccination programmes, liaising with the school nursing team and the PA to the Principal re dates, including collating parental permission forms for vaccinations and chasing up non-returns. To arrange the timetable of students on the day, informing relevant staff (Achievement Coordinator, year group teachers etc), and to support the nursing team on the day of vaccinations.
- 1.12 Provide basic first aid to staff, as necessary
- 1.13 Liaise with external school nurse.

### 2. First Aid training

- 2.1 To ensure postholder is adequately and sufficiently trained in necessary areas of first aid as required in first aid in school legislation, including training in the administering of medication.
- 2.2 To ensure sufficient additional staff in school are trained first aiders.
- 2.3 To keep records of all first aid trained staff in school.
- 2.4 To ensure training is booked in sufficient time as to prevent first aiders' training from expiring.
- 2.5 To liaise with training companies to organise appropriate training.

### 3. Provision of specialist administrative duties

- 3.1 To update the College First Aid policy on an annual basis in liaison with the Assistant Principal – Safeguarding & Attendance.
- 3.2 To keep abreast of first aid in school legislation and requirements at all times.
- 3.3 Ensure safe retention of all lost property for stipulated period.
- 3.4 Maintain records of all lost property handed in.
- 3.5 Ensure named items are given back to pupils.
- 3.6 Ensure onward transmission to Uniform Exchange after designated period.
- 3.7 Provide general administrative support to school nursing team.
- 3.8 Provide relevant information for the College newsletter regarding medical updates/requests for information, and lost property.
- 3.9 Ensure list of staff first aiders is kept up to date and issued around school as necessary
- 3.10 Regularly update the school database with Free School Meal information provided by the LA.

### 4. General duties

- 4.1 Relief reception, as necessary.
- 4.2 Responsible for the upkeep of noticeboards.
- 4.3 Undertake such other duties and responsibilities of an equivalent nature, as may be determined by the postholder's supervisor from time to time, in consultation with the postholder.

It is expected that, as part of a team of staff, this postholder would be able to deputise for other members during their absence, and to assist them at times when their workload is particularly heavy.

The postholder's duties must at all times be carried out in compliance with the Council's Equal Opportunities Policy and other policies designed to protect employees or service users from harassment.



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- a) Take reasonable care of the health and safety of self, other persons, and resources whilst at work.
- b) Co-operate with management of the Service as far as is necessary to enable the responsibilities placed upon the Service under the Health & Safety at Work Act to be performed, e.g. operate safe working practices.
- c) It is the duties of the postholder not to act in prejudicial or discriminatory manner towards service users or employees, including those who may be for example, from minority ethnic communities, women, disabled or older people, lesbians or gay men.

The postholder should also counteract such practice or behaviour by challenging or reporting it.

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**RESPONSIBLE TO:**            **Assistant Principal – Safeguarding, Attendance and Pupil Pastoral**

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**RESPONSIBLE FOR:**        **None**

<b>JD Reference No</b>	<b>SWO</b>
<b>JD Prepared / Amended</b>	<b>2020</b>

## EMPLOYEE SPECIFICATION

**SECTION: All Schools Model**

**JOB TITLE: Student Welfare Officer**

**GRADE: 5**

	ATTRIBUTES		RELEVANT CRITERIA	HOW IDENTIFIED	RANK
1.	<b>RELEVANT EXPERIENCE</b>	1.1	Experience of first aid work	Application Form / Selection Process	A
		1.2	Experience of first aid work in a busy school environment		B
		1.3	Experience of word processing or administrative work, including reception duties.		A
		1.4	Experience of working with <i>computer packages e.g. Microsoft Word, Excel, Publisher and Outlook.</i>		A
2.	<b>EDUCATION AND TRAINING ATTAINMENTS</b>	2.1	Numeracy and literacy skills in order to produce specialist documentation and statistical information.	Application Form / Selection Process	A
		2.2	Business & Administration NVQ 2, or equivalent qualification, or able to demonstrate equivalent skills.		B
		2.3	Recent First Aid qualification – First Aid at Work, Paediatric First Aid		A
		2.4	Administering medication in school training		B
		2.5	Willingness to undertake other First Aid training to support the role		A
3.	<b>GENERAL AND SPECIAL KNOWLEDGE</b>	3.1	Understanding of the basic principles of customer care and providing an effective service.	Application Form/ Selection Process	A
		3.2	Appreciation of the need to maintain strictest confidentiality about matters concerning school and how this relates to the duties of the job.		A
		3.3	Knowledge and understanding of a variety of software packages (e.g.		B

			Word, Excel, Outlook, Publisher, and PowerPoint) and how these are used to design and produce documents in a business environment.		
		3.4	Understanding of SIMS (School Management Information System)		B
		3.5	Knowledge of health and safety requirements including current legislation		B
4.	<b>SKILLS AND ABILITIES</b>	4.1	Literacy skills to produce specialist word processing, including management reports and taking notes at meetings.	Application Form/ Selection Process	A
		4.2	Ability to deal with sensitive and confidential information and respond positively to the demands of a varied workload.		A
		4.3	Ability to produce work to meet agreed targets, strict deadlines and to the required standards.		A
		4.4	Able to provide an excellent customer service to students, staff and external bodies, and deal with enquiries appropriately.		A
		4.5	Ability to exchange verbal information clearly and sensitively with students and adults.		A
5.	<b>ANY ADDITIONAL FACTORS</b>	5.1	Commitment to ongoing personal training and development.	Selection Process	A
		5.2	To be supportive of the Catholic/Christian ethos of the College.		A
		5.3	Willingness to undertake an enhanced Disclosure and Barring Service check. <b>Please note a conviction may not exclude candidates from employment but will be considered as part of the selection process.</b>	Application Form/ Selection Process	A

Please make sure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criteria on your application form. The letters A, B and C in the "Rank" column refer to the importance we will give your answers when we read your applications. You must have all the A's on day one to be able to do the job, you need to have all the B's to do the job, but they could be learnt during the induction, and if you have C criteria this would be an additional bonus. We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled people. We have tried to do this, but if you have a disability and identify any barriers in the job description or employee specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

Where criteria are to be identified through the "Selection Process", this may involve written exercises, group discussions, presentations, interview etc.

ES Prepared/Amended	OCT 2020
Refers to Estab(s)	
Ref.	SWO5