

Job Description

Post Title:	Student Welfare Assistant
Post Holder:	
Responsible to:	Assistant Headteacher i/c Standards
Liaising with:	Headteacher, Heads of Year, Assistant Heads of Year
Working Time:	37 hours / Term Time Only <i>8.00am – 4.00pm with a 30 minute lunch break</i>
Salary Grade:	Single Status 4

Purpose of the Role

To provide pastoral, welfare and first aid support as appropriate to the pupils of the school.
To support pupil wellbeing, maintaining appropriate records and liaising with staff, parents and other agencies as appropriate.

Key Tasks

1. Attend to sick, injured and distressed pupils and see first aid support from the Assistant Head of Years where required.
2. Keep up to date medical records of children as appropriate and directed by the Assistant Headteacher i/c Standards.
3. Liaise with staff as necessary, regarding children's injuries, medical problems and medication.
4. Be aware of and comply with policies relating to child protection, health, Safety and Security, confidentiality and data protection, reporting all concerns to the appropriate person.
5. Liaise with the Data Team to ensure records of all pupils' changes of details e.g. addresses, telephone numbers are updated
6. Liaise with the Attendance Officer regarding general attendance queries where required
7. Undertake administrative duties in accordance with statutory and school requirements including logging detentions and student information alongside general administrative tasks.

Other Specific Duties:

To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example

To actively promote the School's corporate policies

To continue personal development as agreed

To engage actively in the performance management review process

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers

Employees are expected to adhere to the School dress code presenting a professional image to students, parents, governors and the wider community

The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition



Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Headteacher:.....Date:

Postholder:..... Date:.....

Person Specification

Student Welfare Receptionist

Essential education and qualifications

- QCF Level 2 Maths and English or ability to pass assessment at interview
- Current First Aid qualification (if this qualification is not held it will be a requirement of post for the postholder to undertake training)

Essential key skills, abilities, knowledge, experience, values and behaviours

- Ability to work in an organised and methodical manner.
- Ability to produce accurate and up-to-date records and reports as required.
- Ability to communicate with a range of audiences including other employees within the school, governors, pupils and parents.
- Able to converse at ease with customer and provide advice in accurate spoken English
- Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring that lower priority work is kept up to date.
- Ability to show sensitivity and objectivity in dealing with confidential issues.
- A basic knowledge of the work of a school.
- Experience of working with children.
- Experience of undertaking a range of clerical duties.
- Ability to demonstrate commitment to Equal Opportunities.
- Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge.

Desirable key skills, abilities, knowledge, experience, values and behaviours

- Additional training in child development or related areas.
- Ability to deal with accidents or emergencies in a calm manner.
- Knowledge of school policies including Child Protection, Health & Safety and Equal Opportunities.
- Previous experience of working in a school.
- Experience of caring for sick children in a school environment.