

## ROKEBY SCHOOL JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Student Welfare Officer</b>
<b>MANAGED BY:</b>	<b>Office Manager</b>
<b>CONDITIONS:</b>	<b>Term Time Only – 36hrs per week; GLPC Scale 5 Points 12 - 15</b>
<b>PURPOSE OF JOB:</b>	<b>To lead on matters relating to:</b> <ul style="list-style-type: none"><li>- <b>student welfare, health and general well-being;</b></li><li>- <b>supporting students in school with medical conditions;</b></li><li>- <b>provision of first-aid services for students, staff, contractors and visitors</b></li></ul>

### Duties and Responsibilities

- To develop, implement, monitor and review the whole school policy for supporting students with medical conditions, ensuring that students are properly supported so they can fully engage with learning.
- To ensure the school complies with statutory procedures and guidance relating to health and medical matters issued by the DfE, Local Authority, Health & Safety Executive and other relevant bodies.
- To seek advice from relevant external healthcare professionals as and when necessary.
- To work directly with students who have medical conditions and with their families to ensure they are safe and looked after in school, and have full access to the curriculum.
- To ensure correct procedures are in place for managing medicines in school.
- To complete, maintain and review individual health care plans for students; and to assist the SENCO with care plans for SEND students.
- To assess, prepare and monitor relevant generic risk assessments for the school environment.
- To assess, prepare and carry out specific long term and short term risk assessments for students and staff (e.g. someone on crutches, or returning to school following a medical procedure, severe allergies, epilepsy etc.).
- To organize immunisations and medicals for students.
- To carry out and maintain Personal Emergency Evacuation Plans for students and staff where necessary.
- To carry out or advise on risk assessments for pregnant workers.
- To be the Display Screen Equipment Assessor for the school (following appropriate training).
- To work closely with the Safeguarding Team, and the welfare and pastoral teams within the school, and with the external School Nurse.
- To ensure staff are properly trained and confident in the administration of devices such as epi-pens, defibrillators and asthma pumps.

- To provide advice and guidance to the Educational Visits Coordinator and Visit Leaders on medical matters for any school trips, especially where there are health concerns for a student.
- To lead on whole school first-aid, acting as the main first-aider and coordinating the work of other first-aiders ensuring adequate cover is maintained during school operational hours for students, staff, contractors and visitors.
- To produce and maintain the first-aid rota and ensure all first-aiders have appropriate training and up to date certificates.
- To maintain first-aid policies, procedures, records and documentation, including the completion of Accident/Incident forms.
- To work with the School Business Manager on investigating all accidents and putting forward recommendations to prevent reoccurrence.
- To ensure adequate first-aid boxes and first-aid equipment throughout the school and that these are checked and replenished regularly.
- To assist the School Business Manager in ensuring a safe physical environment for students and staff.
- To help in the main school office as and when needed, carrying out all administration duties under the supervision of the Office Manager.
- To assist the Finance Manager with the inputting of purchase orders and invoices on the computerized system (following appropriate training).
- Such other duties, within the competence of the postholder, which may be required from time to time.

#### **Additional duties**

- To work within the framework of the school ethos, adhering to expectations at all times.
- To maintain high standards of professional behaviour and presentation.
- To take responsibility for Health and Safety in the post holder's area of work.
- Any other duties commensurate with the grade which may be required from time to time.
- All staff are expected to take part in necessary training and staff development.

#### **EQUALITY AND DIVERSITY**

We are committed to and champion equality and diversity in all aspects of employment with Rokeby & the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

## **ROKEBY SCHOOL PERSON SPECIFICATION**

### **Student Welfare Officer**

#### **Qualifications**

Good levels of literacy and numeracy, at least to GCSE standard

Full First-Aid at Work Certificate (can be obtained following appointment to post)

#### **Skills and Experience**

Experience of working with young people preferable in a secondary school environment

Knowledge of the welfare needs of students in school surroundings

Excellent written and verbal communication skills with students and adults

Excellent administration and computer skills

Experience of dealing with a variety of people in a professional environment

Ability to work with students both patiently and tactfully

Ability to maintain confidentiality at all times

Ability to empathise with the needs of students

Ability to work with minimal supervision, and to provide assistance as and when required

Ability to think clearly in emergency situations

Ability to use initiative and to work with diplomacy and discretion and maintain confidentiality at all times

A commitment to the protection and safeguarding of children and young people