



**St Paul's**  
Primary School

# Welfare Officer

Scale 4 point 7 – 10 (£19,457 – £22,354)

**Reporting to:** Inclusion Coordinator, Headteacher, SLT

## **Key Role:**

To be responsible for the day to day medical and emotional needs of pupils providing first aid and administering medication. You will look after medications required by pupils and monitor medical supplies, PPE and first aid bags, maintain medical records and liaise with parents in relation to medical needs.

The Welfare Officer will work alongside the school's Inclusion Coordinator and will be responsible for developing and delivering children's Health Care Plans in order to care for personal and complex medical care needs for specific pupils across the school. The role is flexible as the complex medical needs of pupils evolve. You will promote good health and work with health professionals on health promotion screening and immunisation programmes.

The role requires liaison with a variety of non-school based health and education professionals and with children's parents. You would work with the Inclusion Coordinator and class teacher to deliver learning support when not involved in the delivery of health needs.

The role is primarily welfare based but there are significant times in the school day where there is no welfare demand. In these times the post holder will provide teaching assistant support in the school.

## **Job purpose:**

- To administer first aid including the supervision of personal medication, e.g. insulin monitoring, EpiPen or inhalers.
- To lead in supporting children with physical and medical needs, including monitoring of their symptoms, administering medication and medical interventions.
- To be responsible for medical and emotional needs of pupils liaising with parents and staff. You may accompany a pupil to hospital if parents are unavailable and supervise pupils sent to the medical room and contact

parents as necessary.

- To record accidents, incidents and injuries maintaining records and filing systems for pupils and staff.
- To maintain various manual and electronic pupil records including pupil's medication information and school accident forms, liaising with parents, outside agencies, nursing and medical professionals where appropriate.
- To assist the school nursing service with annual and routine visits within the school.
- To audit and order medical supplies and first aid items. Monitoring usage to ensure that stocks are always maintained and in date.
- To maintain and audit classroom medical bags and medicines in school for pupils.
- Liaising with parents to keep records up to date of allergy and inhaler plans.
- To assist with the supervision of pupils out of lesson time as necessary for their safety.
- In the event of sickness or if a pupil is bleeding or wet / soils themselves, to clean the pupil and to provide alternative clothing.
- Maintain a good stock of spare clothes for all classes across the school.
- To be the 'key person' in coordinating the various medical professionals working alongside pupils.
- Assist Inclusion Coordinator in developing, monitoring, reviewing and evaluating the impact of medical interventions and Health Care Plans. To assist in the preparation of reports and information to support medical funding stream reviews and health care plans.
- To undertake any specific training and duties relating to specific pupil health plans.
- To be familiar with basic medical practices and procedures relevant to school aged children
- To provide training to staff in administering inhalers, Epipens and other medications.
- Liaise and coordinate with external agencies; cascading training, advice

and information to/from staff and parents.

- To keep up to date electronic and paper records of all healthcare plans with children with medical needs such as asthma care plans, allergy care plans and dietary needs.
- Support staff in understanding the needs of pupils with health needs across the school. Keeping health information displays up to date and disseminating relevant information to staff.
- To be responsible for providing general welfare support in the welfare room as and when needed.
- Ensure the welfare rooms are tidy, free of clutter and ready to use.
- To deliver learning support in whole class, small group and 1:1 environment as and when needed.

#### **Wider responsibilities:**

- To promote the policies and ethos of the school, showing respect for all members of the school community and promoting the ethos Good roots run deep in daily interactions.
- To attend and participate in open evenings as necessary
- To use behavior management strategies, in line with the school's policies and procedures, to contribute to a purposeful learning environment and encourage pupils to interact and work co-operatively with others.
- To participate willingly in staff training as necessary
- To attend staff meetings including inset day at the start of the academic year and other meetings relevant to the role.
- Contributing when relevant to reports to the school's governors or local authority/diocesan board on issues related to inclusion.
- To set high standards and expectations for self and others.
- To adapt to changing circumstances as necessary.
- To remain calm and positive under pressure.
- To support colleagues as required.
- To accompany teaching staff and pupils on visits, trips and out of school activities as required.
- To work within the school's curriculum development teams.
- To actively follow the Child Protection Policy, whistleblowing and Safeguarding procedures of the school.
- To recognise and commit to the responsibility that all school staff have to: provide a safe environment in which children can learn; identify children who may benefit from early help; follow the school's policy on sharing concerns about a child's welfare.

#### **General**

- The post holder may be called upon to perform other duties that the Headteacher considers reasonable, that are commensurate with the grading and designation of the post.

### St Paul's CE Primary School – May 2024

#### Person Specification

<b>Specification</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• GCSE A-C English &amp; Mathematics, or equivalent (AP/TSK)</li> <li>• Paediatric First Aid Qualification (AP)</li> <li>• Experience in Microsoft packages such as word, excel and PowerPoint (AP/INT)</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid at Work certification (AP)</li> <li>• Relevant NVQ Level 2 qualification or higher (AP)</li> <li>• Training in specific medical needs relating to diabetes (AP/INT)</li> <li>• Training in specific medical needs relating to the use of a catheter</li> <li>• Basic safeguarding children awareness qualification (AP/INT)</li> <li>• Experience in using electronic school management information system for health-related logs. (AP/INT)</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• At least three month's experience of working as a nurse, a school nurse or a school welfare officer. (AP/INT)</li> <li>• Use common IT resources effectively to develop, share and update health records and to communicate effectively. (INT)</li> </ul>	<ul style="list-style-type: none"> <li>• Support for a pupil with complex medical needs (AP/INT)</li> <li>• Supporting children's personal care needs (AP/INT)</li> </ul>
<b>Knowledge, Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Form positive professional relationships through good communication skills and effective liaison with colleagues. (INT)</li> <li>• Clear, articulate communication abilities in spoken and written form to a range of stakeholders. (AP/TSK)</li> <li>• Punctuality and reliability (AP)</li> <li>• Ability to lead in the area of supporting children with complex health needs (AP/INT)</li> </ul>	<ul style="list-style-type: none"> <li>• Able to adapt teaching resources to support pupils with a health impairment. (INT)</li> </ul>

	<ul style="list-style-type: none"> <li>• Working knowledge of paediatric nursing interventions and management of common childhood illness. (AP/INT)</li> <li>• Ability to adapt learning activities and to develop a range of resources to support learning. (INT)</li> <li>• Ability to follow Health Care Plans. (INT)</li> <li>• To keep student health files, both electronic and paper based, up-to-date and organised. (AP/INT)</li> <li>• To assess and record pupil progress whilst maintaining confidentiality (INT)</li> <li>• Willingness to undertake further training. (INT)</li> <li>• Work with high level of precision and accuracy to ensure the role is fulfilled competently without error. (INT)</li> </ul>	
<b>Personal Qualities.</b>	<ul style="list-style-type: none"> <li>• The ability to motivate and inspire children in order to strive for excellence. (INT)</li> <li>• A commitment to the Christian Ethos of the school. (INT)</li> </ul>	

Any offer of appointment is always subject to:

The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and therefore you are required to declare any convictions, cautions, reprimands and final warnings that are not 'protected' (ie filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013). The amendments to the Exceptions Order provide that certain 'spent' convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be considered.

St Paul's CE Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff, visitors and volunteers to share this commitment. All appointments will be subject to satisfactory references and enhanced DBS checks.

**Mr John Wright**  
**Head Teacher**