



JOB DESCRIPTION

WELFARE ASSISTANT/ADMIN ASSISTANT

Grade : C
Hours: 6 hours per day (0900-1500)
Term time only

Primary Duties:

WELFARE

- Administering of first aid to students and staff if taken ill or injured. If appropriate to arrange for the conveyance of the student to hospital or home
- Arranging the Emergency Services in the event of an accident
- Maintenance of first aid records and reports of action taken (including informing outside agencies when necessary)
- Maintenance of student medical records
- Liaison with House Leaders & Guidance staff, Health & Safety Officer and other appropriate staff regarding first aid/medical issues
- Support to students with long/short term medical conditions
- Liaison with School Health/School Dental teams and assisting with the organisation of their visits
- Maintaining supplies of first aid equipment and approved medical supplies
- Administering medication in the event of a student requiring regular supervised treatment, on receipt of written instructions from the child's parent/guardian
- Updating Healthy Schools notice board

Support duties:

ADMIN

- Providing photocopying/reprographic support to the teaching staff
- Contribute to the smooth running of the school's reception office by acting as first point of contact for general parent/pupil/visitor/staff enquiries, responding with standard procedures or referring the enquiry to the appropriate destination
- Such other duties as may reasonably be allocated by Senior Management