



Penn Wood Primary and Nursery School

Penn Road, Slough Berkshire, SL2 1PH

Telephone: 01753 521811

Email: enquiries@pennwood.slough.sch.uk



Job Description

Post Title:	Welfare Officer
Grade:	L5
SCP:	13-16 (22,947 to £24,295 (FTE) including Fringe Allowance) (Actual Salary £15,522 to £16,434 per annum pro-rata)
Responsible To:	Office Manager/Business Manager and SENDCo
Hours of Work:	08.45am – 3.30pm (30 hours per week)
Job Purpose:	

To provide high quality health provision, first aid, administration of medical records, policies and procedures ensuring that the school is in-line with current legislation.

To work under the direction of the Headteacher to help support and encourage the school's ethos and its objectives, policies and procedures within our school community

The Welfare Officer is responsible for:

- Working with the **Office Manager/Business Manager and SENDCo** to assess the health needs of the whole school community and contributing to a development plan and appropriate policies.
- The provision of high quality health and welfare services including co-ordinating immunisation programmes.
- Providing advice for parents/carers and school staff on childhood illnesses and the management and control of infectious diseases.
- To organise training for school staff to support children with healthcare needs, for example, asthma, diabetes, and epilepsy.
- Supporting and encouraging the school's ethos and its objectives, policies and procedures.
- To be the School's First Aider Champion with the support of other trained first aiders in school.
- To co-ordinate and support the School Nursing Team with routine screening checks.
- To manage the staffing arrangements for the medical room.

Responsibilities

- Promote the school vision and aims and objectives as outlined in the School Improvement Plan.
- Comply with all the school policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Be aware of and support difference to ensure equal opportunities for all.
- Undertake professional development activities to enhance personal development and job performance, through provision of training or mentoring.
- Attend relevant school meetings, as well as any other meetings associated with this role.
- To undertake duties commensurate with the level of the post as required by the Headteacher.
- To ensure that the dietary needs of pupils are recorded on SIMs and Cunninghams and communicated to the catering provider to provide a Safeguarding Referral Menu.



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Welfare and Safeguarding

- 🌱 To ensure the wellbeing of all children.
- 🌱 To raise any welfare concerns with Senior Staff/SENDCo and Inclusion Leader.
- 🌱 To establish and maintain excellent relationships with pupils, parents/carers, staff and other professionals.
- 🌱 To be part of the team to ensure all visitors to school are booked in appropriately.
- 🌱 To be part of the team to answer the telephone, deal with queries, take messages and respond to queries as and when required.
- 🌱 To be part of the team that provides general administration support for example: preparing letters, photocopying and filing.
- 🌱 To be part of the team that updates pupil records when information has changed.

Job specification – Duties

Operational

- 🌱 To keep up-to-date with current legislation and best practice.
- 🌱 Establish and maintain good relationships with all students, parents/carers, colleagues and other professionals.
- 🌱 In liaison with the school's Admission Officer/SENCo and external agencies, produce individual health care plans for identified children, for example, those with long-term conditions and/or disabilities.
- 🌱 The provision of necessary information to students, parents/carers and school staff. S/he shall co-ordinate and participate in immunisation and screening programmes.
- 🌱 Administration of first aid and medicines in accordance with the school's Administration of Medicines Policy and First Aid Policy.
- 🌱 Maintain strict professional confidentiality, yet understanding the need to share information with other staff and agencies as appropriate in line with school policies and procedures.
- 🌱 To communicate effectively with internal and multi-agency groups to enable the deliverance of best practice.
- 🌱 Participate in school and local initiatives/promotions, for example, healthy eating.
- 🌱 To actively engage in research and evaluation of school health services and other programmes.
- 🌱 Reporting of any welfare and/or child protection concerns in accordance with school policies.
- 🌱 To be able to confidently deal with any immediate problems or emergencies according to the school's policies and procedures.
- 🌱 To communicate to line managers, the senior leadership team and the governing board on matters relating to her/his field.
- 🌱 To ensure that the operation of equipment is checked in accordance with legislative guidelines.
- 🌱 To ensure that all first aid kits are replenished and supplies are in all relevant locations.
- 🌱 To ensure that all asthma pumps and auto-injectors are located in the classrooms where the pupils deem the need. Maintaining records of when the school's emergency inhalers and auto-injectors need replacing.
- 🌱 To ensure that all medication is within date and any renewed medication is provided promptly.
- 🌱 To provide care for distressed pupils, including those who have been sick or soiled – supervising and supporting cleaning up. Attending to the child's personal needs, liaising with parents as appropriate in accordance with the school policy. Accompanying pupils to the hospital if required.



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Administrative

- ✿ To undertake and ensure that all administrative duties, checks, documentation, reports and returns (internal and external) are completed accurately and submitted within required deadlines.
- ✿ Collation of information, statistics and prepare reports as required by her/his line manager, the headteacher and the governing board.
- ✿ To process, input, extract and analyse information from the school's database system/s as required.
- ✿ Maintain manual and computerised records and filing systems as required.
- ✿ Ensure compliance with data protection regulations.
- ✿ To ensure that First Aiders CPD is current and arrange for requalification where required
- ✿ To log pupils medical needs, updating when new medicine is due and expired medicine to be collected.

General

- ✿ Arrange and deliver training sessions to staff to ensure that they are aware of associated procedures and regulations.
- ✿ Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- ✿ Ensuring all medical policies and audits are carried out, updated and reviewed at least annually.
- ✿ Promote and support the well-being of the whole school community
- ✿ To order and replenish medical supplies