



STUDENT WELFARE CO-ORDINATOR

JOIN OUR TEAM

Post Title: Student Welfare Co-ordinator

Contract Type: Permanent (28 hours per week,
38 weeks per year)

Reporting to: Compliance & Admissions Manager

Salary Range: £24,405 - £25,430 pro rata per
annum (actual salary £15,392 - £16,039 pa)



ROLE PROFILE

As a caring and resourceful individual, you will administer first aid to students and ensure the smooth running of a busy welfare room. You will work closely with colleagues across the School Services, Student Services and Pastoral teams to provide holistic welfare support, including for those students with medical conditions.

You will be responsible for maintaining accurate welfare records so good ICT skills are required. You will also be required to support the smooth running of the School Services provision.

You must enjoy working with children and be able to relate well to both students and adults and want to make a difference to the lives of our young people. The successful candidate will hold a recognised First Aid at Work certificate (or be willing to immediately undergo this training) and be able to work well under pressure, with flexibility to respond quickly to emergency situations.

Perins School offers a supportive and rewarding work environment, with opportunities for professional development and growth. Additional benefits include free access to our on site gym, cake break every Friday morning and the opportunity to join the generous Local Government Pension Scheme.

USEFUL LINKS



The Perins MAT



The History of Perins School



Our Ofsted report



Meet our Head of School
Mr Nevola



“

Perins is a fantastic school with a committed and enthusiastic staff body, which makes it a great place to be. I really do take pride in working at Perins and strive to play my part in creating a fantastic learning environment.

Team Leader

STUDENT WELFARE CO-ORDINATOR ROLES AND RESPONSIBILITIES

- Looking after students, staff or visitors who are injured or unwell.
- Coordinate response to injury or sickness incidents on the school site with support from other first aiders as required.
- Administration of medication / treatment in line the with school policy and consent.
- Record details of first aid and sickness events to the school Management Information System and other relevant documentation.
- Carry out risk assessments for students who need temporary adaptations to attend school safely and support the H&S Manager in completion of long-term risk assessments for students.
- Attend student welfare meetings as required.
- Maintain First Aid boxes around the school.
- Provide day to-to-day cover and support to School Reception colleagues and other administrative support as required.



Aspire **TODAY** *Inspire* **TOMORROW**

Qualifications & Person Specification

- Qualified to at least GCSE C grade or equivalent in Maths and English
- Recognised First Aid at Work qualification (or willingness to immediately undergo this training).

Experience

- Experience working with children or young people.
- Experience in first aid or medical support role would be advantageous.
- Accustomed to dealing with sensitive information.

Essential Skills

- Ability to work quickly, methodically and accurately under pressure and act flexibly to support others and respond to unplanned situations.
- Capable of working as part of a team.
- A strong work ethic and the ability to manage multiple priorities effectively.
- Excellent organisational and time management skills.
- Good working knowledge of Microsoft Office packages.
- Able to maintain confidentiality.
- Compassionate and approachable.

BENEFITS



Remuneration: Support staff salaries are based on HCC grades.



Holiday: Our teachers work in line with Hampshire School terms. Support staff have a generous annual leave allowance, that is either wrapped up in your monthly pay (term time only contract) or can be taken at any time during the year (52 week contracts)



Pension: Support staff benefit from membership in the Local Government Pension scheme. These pension schemes are renowned for their generosity.



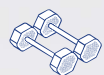
Discounts: We offer a wide range of voluntary discounts via our partners KAARP.



Childcare: Reduced pre-school fees at Perins Pre-School. Breakfast and After school club reduced fees at the breakfast and afterschool club based at Sun Hill Junior School.



Training : We have a strong CPD ethos, and encourage life-long learning. Regular CPD sessions are held at school.



Free on site gym



Weekly 'cake break' hosted by each department.



Cycle to work scheme



Free car parking



Thank you for your interest in the Student Welfare Co-ordinator position at Perins School. To ensure a smooth application process, please complete the following sections of the application form:

By following these guidelines, you can increase your chances of a successful application.

Best of luck!

GUIDANCE FOR APPLICATION FORM COMPLETION

Your paragraph text

Employment History

- **Current Employer:** Provide details of your current position, including job title, start date, and key responsibilities.
- **Previous Employers:** List all previous employers, including part-time, temporary, and voluntary positions. Provide start and end dates, job titles, and key responsibilities for each role.
- **Employment Gaps:** If there are any gaps in your employment history, please explain the reasons for them.

Formal Education

- **Qualifications:** List all relevant educational qualifications, such as degrees, diplomas, and certifications.
- **Subjects:** Specify the subjects studied for each qualification.
- **Grades:** Include your grades or scores for each qualification, if applicable.

Safeguarding Children and Adults

- **Commitment to Safeguarding:** Declare your commitment to safeguarding children and adults, as required by the Perins MAT.
- **References:** Provide references from individuals who can vouch for your suitability to work with children and adults. These references should ideally be from managers or supervisors who have worked with you in a school setting.

Additional Tips:

Read the application form carefully before starting to ensure you understand all the requirements.

Be as specific and detailed as possible in your responses.

Proofread your application carefully to avoid any errors.

Pre application tours welcome.

If you have any questions, please don't hesitate to contact the HR department for clarification.



I sincerely hope that you find the information provided informative, and that the position is attractive to you. All appointments to our staff are important; however, the appointment of the right staff to secure the continued success of Perins School is essential.

If you feel you are up to the challenge, to embark on this truly exciting opportunity of working at Perins School, with exceptional support provided by an experienced and committed team of lead practitioners and if you believe you can contribute to our exciting future, I invite you to make an application to be part of the amazing Perins staff team.

Mark Nevola - Head of School



Perins School
Pound Hill
Alresford
SO24 9BS



Tel: 01962 734361



Email: school@perins.hants.sch.uk

