



The **HENRY**
BEAUFORT *School*

At The Henry Beaufort School, there are no limitations to success.

<mailto:admin@beaufort.hants.sch.uk>

www.beaufort.hants.sch.uk

Priors Dean Road
Harestock
Winchester
Hampshire
SO22 6JJ
01962880073

Student Support Officer/Professional Services Administrator, Winchester.

LOCATION: Winchester, Hampshire
CONTRACT TYPE: Fixed Term for 3 months in the first instance
HOURS: Monday to Thursday 8.30am to 4.00pm. Friday 8.30am to 3.30pm.
34.5 hours per week
SALARY: Grade B - £13.28 per hour plus accrued holiday pay
START DATE: As agreed

We are seeking a caring, organised and proactive **Student Support Officer and Administrator** to support the wellbeing and attendance of our students.

This varied role includes managing first aid provision, administering student medication, monitoring attendance, liaising with parents and carers, coordinating school immunisation programmes, and providing administrative support to the professional services team including organising whole school photographs, attendance administration, updating, inputting and reporting from Arbor [full training will be given].

The successful candidate will have excellent organisational and communication skills, be confident using Microsoft Office and data bases, and enjoy working with young people in a busy school environment. Previous experience in a school, pastoral or welfare setting is desirable but not essential. A First Aid qualification (or willingness to undertake training) is essential to this role.

If you are interested in discussing this post, please contact Alison Caplin – School Bursar on 01962 880073 or alison.caplin@staff.beaufort.hants.sch.uk

To apply: Applications should be made to the Headteacher. To apply please complete an application form, available from our website <https://www.beaufort.hants.sch.uk/join-us/job-vacancies/> and return to recruitment@staff.beaufort.hants.sch.uk or please complete an application via TES quick apply [here](#)

The school is committed to safeguarding children and promoting their welfare. All successful candidates will be subject to a Disclosure and Barring Service check along with other relevant pre-employment checks. Including an online search for all shortlisted candidates. All Candidates shortlisted for interview will be subject to an online profile search in line with keeping children safe in education (KCSIE) recommendations.

Job Description

Reports to: School Bursar

Hours of Work

Term time only, plus two additional days before the Autumn term begins.

- Monday to Thursday: 8:00am – 4:00pm
- Friday: 8:00am – 3:30pm
- 30-minute lunch break daily

Purpose of the Role

The Student Support Officer plays a key role in supporting the health, wellbeing and attendance of students. The postholder will be responsible for the administration and management of first aid, student welfare provision, medication administration, attendance communications and a range of administrative functions that contribute to the effective operation of the school. The role requires a caring, organised and proactive individual who places students at the centre of their work and is committed to supporting their educational experience.

Key Responsibilities

Student Welfare and First Aid

- Provide first aid support to students during the school day.
- Assess and respond appropriately to students who report illness, injury or wellbeing concerns.
- Administer and manage student medications in accordance with school policies.
- Maintain accurate records relating to first aid incidents, medications and student welfare.
- Support the general welfare needs of students while on site.

Attendance Administration

- Send and monitor first-day absence communications to parents and carers.
- Maintain accurate attendance records and support attendance monitoring processes.

Health and Medical Programmes

- Liaise with the School Nursing Team to coordinate, organise and administer arrangements for vaccination and immunisation programmes.
- Ensure effective communication with all stakeholders involved in health-related programmes.
- Liaise with school nursing team to support individuals or groups with medical conditions, including, anaphylaxis, diabetes, epilepsy and asthma

Administrative Support

- Assist with a range of professional services functions and administrative processes.
- Prepare, correspondence and documentation as required.
- Maintain confidential student records accurately and securely.

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Information Management Systems

- Use and maintain school management information systems, including Arbor or similar student databases.
- Utilise Microsoft Office applications, including Excel, Word and Forms.
- Produce reports and administrative documentation as required.

Person Specification

Essential Skills and Experience

- Excellent administrative and organisational skills.
- Strong communication and interpersonal skills.
- Good ICT skills, including Microsoft Office applications.
- Ability to interpret data and produce reports.
- Ability to prioritise workload and work effectively under pressure.
- Ability to use initiative and work independently when required.
- Strong attention to detail and accuracy.
- Ability to work effectively as part of a team.
- Flexibility and adaptability in a busy and evolving environment.
- Commitment to continuous improvement of processes and practices.

Desirable Skills and Experience

- Experience of working within a school or educational setting.
- Knowledge of Arbor Management Information System or a similar student database.
- Previous experience in a pastoral, welfare or student support role.

Personal Qualities

- Empathy and understanding when dealing with young people.
- Resilience and professionalism.
- Dedication to supporting students and their wellbeing.
- Positive attitude and sense of humour.
- Commitment to comprehensive education.
- Student-centred approach to decision making.

Qualifications- Essential

- Educated to GCSE standard or equivalent.
- GCSE English and Mathematics (Grade C/4 or above) or equivalent qualifications.
- First Aid qualification **or a willingness to undergo training.**

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Safeguarding

The school is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to undergo an Enhanced DBS check and comply with all safeguarding policies and procedures.

Equal Opportunities

The school is committed to providing equal opportunities and fostering an inclusive environment for all students, staff and visitors.

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