



## Welfare Officer

### JOB DESCRIPTION

**RESPONSIBLE TO:** Business Manager

**JOB PURPOSE:** To provide first aid and welfare support to students and staff in the school

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#### Principal Accountabilities:

Pastoral	<ul style="list-style-type: none"><li>• Provide pastoral care and guidance to individual students as required, liaising with teachers, parents and other agencies where necessary.</li><li>• Provide support to pastoral team in managing students acute or chronic physical conditions or mental health needs.</li><li>• Arranging in-school vaccinations with the relevant outside agencies.</li><li>• Writing care plans with parents, outside agencies and clinicians.</li><li>• Assist the Pastoral Team with on-call support as and when required.</li></ul>
First aid	<ul style="list-style-type: none"><li>• Assess staff and students medical needs and administer front-line first aid e.g. plasters, bandages and other remedies/action.</li><li>• Refer for onward assessment and treatment by medical practitioner, hospital etc.</li><li>• Be the 'First-Aider On-Call' when required to attend first aid requests throughout the school site.</li><li>• Arrange appropriate training to ensure first aid knowledge is up to date and refreshed</li></ul>
Medication	<ul style="list-style-type: none"><li>• Maintain and administer approved medication to students in secure conditions in accordance with prescribed courses of treatment and parental authorisation</li></ul>
Administration/Record keeping	<ul style="list-style-type: none"><li>• Maintain records/reports including those for statutory requirements eg accidents</li><li>• Complete Personal Emergency Evacuation Plan (PEEP) and Risk Assessments</li></ul>



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	<ul style="list-style-type: none"><li>• Updating and maintaining school medical policies and procedures</li><li>• Liaise with external medical agencies and make arrangements for visits of school nursing, and assist as required</li></ul>
Corporate and statutory initiatives - equalities/health and safety/e government/sustainability	<ul style="list-style-type: none"><li>• Complying with relevant legislation eg Health &amp; Safety</li></ul>

### Key decision making areas:

- Assessment of medical condition of students and staff, where necessary
- Replacement of medical supplies and stock area
- Refer appropriate cases to medical practitioner, hospital or other agency
- Decide appropriate treatment, according to emergency

### Working conditions:

- Some frequent exposure to bodily fluids, vomiting and conditions caused by injury
- Some emotional demands arising from student/parent contact over sensitive, confidential, or mental health issues

Any other duties commensurate with the overall responsibility of the position and deemed relevant by the Headteacher and Line Manager.

This post is subject to a satisfactory Enhanced Disclosure & Barring Service certificate.

The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required, and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the School will expect to revise this job description from time to time and will consult the post holder at the appropriate time.