



AVON HOUSE SCHOOL - JOB DESCRIPTION

WELFARE ADMINISTRATOR

Avon House School is committed to the protection and safety of all children and requires all staff, visitors and volunteers to uphold this commitment.

RESPONSIBLE TO

The Welfare Administrator is directly line managed by the Bursar, who is closely supported in this management role by the Headteacher and Inclusion Lead.

INDIVIDUAL RESPONSIBILITIES

To be the lead practitioner for the school's first aid requirements for both pupils and staff, ensuring that all policies are maintained and government guidelines are followed.

PROFESSIONAL DUTIES & RESPONSIBILITIES

A. Welfare Responsibilities:

- To be the lead first aider care for the school on a daily basis, by co-ordinating first aid support in cases of illnesses/injuries and first aid emergencies for all members of the school community, and accompanying anyone to hospital when necessary.
- To support the mental health and well-being of the pupils.
- To treat pupils as appropriate with the aim of encouraging them to return to their normal timetable as soon as appropriate.
- To be responsible for welfare-related policies and procedures, by reviewing and updating these as required.
- Where necessary, to arrange to get pupils or staff home safely.
- To provide support and advice to staff and parents as required on matters such as PSHEE and nutrition.
- To monitor the needs of first aid/medical training (including own CPD) and liaise with the HR Lead.
- To work with the Health and Safety Officer on aspects of Health & Safety.
- To implement first aid procedures/administer medication (e.g inhalers, epi-pen, diabetes checks) according to the school's policy, including to staff when required.
- To liaise with staff and parents in accordance with school policies on mental health.
- To be a trained Designated Safeguarding Lead (Deputy DSL) to work in consultation with the DSL.

B. Knowledge and Understanding:

- To attend to illnesses and first aid emergencies that arise.
- To ensure secure storage, in date, usage and disposal of medical supplies and drugs, and all relevant first aiders have the necessary knowledge to administer it if required.
- To administer first aid to pupils and staff as necessary, throughout the day including break times.
- To request HR Administrator the necessary training for First Aiders and to ensure any external qualification of staff is kept up to date (including INSET training for staff, e.g. in the use of Epi-pen).
- To ensure pupils and staff are fully aware of the safety surrounding the Epi-pen.
- To ensure accurate records of medical needs and dietary requirements are kept on the School management information system (iSAMS), and liaise with parents if further information is required.
- To ensure all associated administrative work, including contact with parents, completion of relevant paperwork, timely maintenance of pupil files and medical records, etc.
- To service first aid boxes throughout the School, by ensuring their maintenance and in date requirements.
- To provide first aid kits for school trips, sports events, holiday clubs, etc, and ensure all the relevant medical documents and risk assessments for students have been completed.
- To provide contact and medical details for school trips, sports events, holiday clubs, etc, ensuring that first aid staff are fully briefed to deal with the medical needs during these activities.
- To ensure the school's defibrillator is in working order by checking it regularly.
- To keep records of treatment administered and for accident reporting, including notification as necessary to HSE and other authorities.
- To record all information required for statistical purposes, in an accurate and timely manner, and produce the accidents' report every half-term and any other report requested ad hoc for the Senior Leadership Team (SLT).
- To create and update pupils' medical details in the School's database, to maintain records of allergies and other specific medical conditions, and to communicate these as necessary to staff.
- To lead and co-ordinate all the immunisation programmes such as the Intranasal Flu vaccine, etc.
- To ensure efficient running, monitoring and development of the medical room, by keeping it in good order, and maintaining medical stores and equipment.
- To control, record and administer drugs, and to oversee storage and application of pupils' medicines.
- To produce individual healthcare plans for pupils with more serious conditions such as epilepsy, anaphylaxis, etc, ensuring these are reviewed annually and updated as required, meeting with parents and external professionals as appropriate.
- To work closely with safeguarding needs and be a key member of the School's Pastoral Team.

C. Educational and Pastoral:

- To support the Head of PSHEE as required in delivering the SRE curriculum and working in partnership with other teaching staff; in particular, deliver a programme of sex education for children in Years 5 and 6.
- To promote healthy eating and education about diet and nutrition.
- To participate in pastoral care meetings.
- In conjunction with the Health and Safety Officer, to construct, maintain and update policies and procedures with regard to child health and welfare, including responsibility for communication and raising concerns re compliance that arise with the SLT.

D. General Responsibilities:

- To attend weekly staff briefings and department meetings when requested.
- To attend and contribute to staff meetings, Inset Days, Open Day and other such School functions as may be required in line with school policy.
- To have lunch with a class on a daily basis.
- To set a good example in terms of personal presentation, speech, attendance and punctuality.
- To undertake such training as may be reasonably required by the school.
- To fulfil professional responsibilities by making a positive contribution to the wider life and ethos of the school.
- To contribute to the provision of activities to support the extra-curricular programme of the school.
- To accompany pupils on trips away from the school. This includes educational day and residential visits.
- To undertake any other duties which may be assigned to this role as directed by the Head Teacher.

SAFEGUARDING RESPONSIBILITIES

- To promote and safeguard the welfare of children and young persons with regard to safeguarding procedures.
- To maintain good order and discipline among the pupils and safeguard their health and safety both when they are on the school premises and when they are engaged in activities elsewhere.
- To support in the provision of high-quality care and education for the children in the school; to fulfil legal and statutory requirements.
- To implement all school policies and procedures, and report to the appropriate member of staff any incidents of disruptive or unacceptable behaviour of pupils that may not be known to the main teaching staff.
- To comply with all school policies - particularly those on Safeguarding, Health and Safety, Acceptable Use, Confidentiality and Data Protection.

PROFESSIONAL CONDUCT

You must have proper and professional regard for the ethos, policies and practices of our school and maintain high standards in your own attendance and punctuality.

You must have an understanding of, and always act within, the statutory frameworks which set out your professional duties and responsibilities.

At Avon House we expect each other to uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by: treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position of having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions of showing tolerance of and respect for the rights of others, of not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs, of ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

Adults working with children need to model rights respecting behaviour and use rights respecting language that enables positive benefits to all pupils.

UPDATE

This document is reviewed once a year, or earlier if required, and may be subject to alterations or amendments after consultation. The above job description is meant to describe the main requirements/expectations for this role, and doesn't constitute an exhaustive list of tasks or responsibilities.