

We are looking to appoint a

## Welfare Officer

<b>Grade</b>	Actual salary £21,490-£22,808
<b>Working hours</b>	Term-time only. 37.5 hours per week, 8.00am-4.00pm (with half hour unpaid break), to include INSET days, plus 37.50 hours to be worked flexibly across the year.
<b>Start Date</b>	As soon as possible.

If you would like further information about the role or an informal chat, please contact the Mrs Sue Griffiths, Assistant Headteacher either by telephone call 01256 322691 or email [sue.griffiths@aldworth.hants.sch.uk](mailto:sue.griffiths@aldworth.hants.sch.uk)

*The Blue Coat School, Basingstoke is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.*

### CLOSING DATE

11 October 2024

### INTERVIEW DATES

WC 14 October 2024

# Welfare Officer

## The Blue Coat School

The Blue Coat School joined the South Farnham Educational Trust and is the second, secondary school alongside Brighton Hill School. As such, we are in a great position to be at the forefront of educational developments to provide the best possible school experience for our students.

There is a strong sense of community within the school and a real desire amongst staff to grow and develop our teaching and provision. We are committed to ensuring a truly inclusive, enjoyable and successful school environment for all children.

Every student has a place in our school and the team are committed to high standards and expectations in every aspect of our work. We aim to grow and develop as a school community to meet these expectations which will best prepare our students for a successful and happy life after their journey with us.

## Welfare Officer

The Welfare Officer role is integral to providing a first aid and welfare service to students across the school. This role works closely with colleagues in administration, pastoral support and SEN. The role does require a certain level of fitness as we have a policy where the first aider visits an unwell child in their classroom (rather than them being sent to the medical room). Therefore, there can be a lot of walking around the school site.

## Candidates

We are looking for someone with energy and enthusiasm who is dedicated to supporting students in a school and is willing to work hard. The candidate should be empathetic yet firm, able to stay calm in difficult situations and be able to fully commit to the whole team. Although previous similar experience would be useful, this is not essential as full training will be provided. We are looking for someone who is willing to learn, attend training and be proactive. The school actively encourages applicants from a range of backgrounds and is proud of the diversity of the staff.

The Blue Coat School is committed to safeguarding young people and we ensure that all our recruitment and selection practices reflect this commitment. All appointments are subject to full safeguarding checks, including an enhanced DBS check. Any candidates selected for interview will be subject to an online search as part of our due diligence checks. The school reserves the right to close the position early on receipt of a strong application, so if you are interested we would urge you to apply sooner rather than later.

To apply, please complete the SFET Support Staff Application form (available on our website) and send by email to [recruitment@aldworth.hants.sch.uk](mailto:recruitment@aldworth.hants.sch.uk)

For further information or enquiries, please use the above email address or contact us on 01256 322691.

# JOB DESCRIPTION

## Key Duties and Responsibilities

### First Aid and Medical Room

- To provide a welfare and first aid service to students and staff and sustain a logging system to include accidents
- Based in the Medical room, be available at break times for students to self-refer • Keep student medication safely and administer when necessary
- Liaise with parents of students with complex medical needs
- Monitor students with complex medical needs
- To facilitate the school's inoculation process in liaison with the School Nursing Team
- Check first aid requirements for school trips advising staff where necessary
- Liaise with other emergency first aiders
- Keep records of staff first aid training
- Be responsible for maintaining first aid equipment around the site e.g. first aid kits / defibrillators
- Undertake all relevant first aid and administration of medicines training and refreshers
- Keep accurate and up to date records

### Attendance Monitoring

- Assist the Attendance Officer with investigating longer term absences relating to health
- On occasion undertake home visits

### Other Duties

- Administer lost property arrangements

You will be expected to support the aims and ethos of the school by setting a good example in terms of dress, punctuality and attendance, attending team and staff meetings and being proactive in matters relating to health and safety and safeguarding.

# PERSON SPECIFICATION

<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"><li>• Proven literacy and numeracy skills (equivalent to 'O' Level or GCSE grade C/4)</li><li>• Empathy with students and sympathetic to their needs</li><li>• Self-motivate and ability to work independently</li><li>• Friendly, positive outlook</li><li>• Flexible and adaptable and able to cope with workload changes or interruptions</li><li>• Ability to deal sensitively with students and families</li><li>• Ability to stay calm in difficult situations</li><li>• Ability to work within a team, supporting colleagues and understanding role and responsibilities</li><li>• Professionally discrete and able to respect confidentiality at all times</li><li>• Supportive of the school aims and those</li></ul>	<ul style="list-style-type: none"><li>• Further professional development</li><li>• Experience of working with young people</li><li>• First Aid trained</li><li>• Awareness of child protection issues</li></ul>