

ST. ANDREW'S JOB DESCRIPTION

Job Title:	Welfare/Clerical Assistant
Scale:	
Responsible to :	Headteacher and Office Manager
Job purpose:	Care and welfare (including first aid) of pupils in cases of sickness or minor injury; catering for all pupils medical requirements and administrative support as directed by the Headteacher and Office Manager

QUALIFICATIONS: Paediatric First Aid Qualification, First Aid at Work

DUTIES:

First priority will always be any First Aid or Welfare issues

1. Caring for sick children (changing/cleaning clothes, cleaning up the area, notifying parents when the need arises)
2. Dealing with casualties - including telephoning/notifying parents; accompanying to hospital when necessary
3. Report accidents via the ANT System, and report to PHE regarding contagious infections when necessary, liaising with the Office Manager and School's H&S Team
4. Complete accident book, notifying Headteacher or SLT member of any serious injury and alerting parents of possibility of concussion; same procedure for other serious accidents
5. Notify Designated Safeguarding Lead or Headteacher of any unusual marks, bruising, etc. which may be considered a 'non-accidental injury'
6. Blood testing and administering insulin injections to children who have diabetes
7. Liaising with school nurse, diabetes nurse, epilepsy nurse, dental and hearing agencies or other outside agencies, to assist in organising visits to the school, providing necessary children's reports
8. Maintaining the medical records for children and liaising with parents/carers and staff regarding children's medical needs, ensuring records are up to date and reminding parents and carers to replace expired medication
9. Be responsible for children's medication
10. Liaise with parents on all medical issues
11. Maintaining a stock of spare clothes, in case of accidents
12. Ensuring medical supplies in Welfare Room and Classrooms are up to date
13. Prepare first aid supplies for trips
14. Contact LA to replenish Sharps bins, as required
15. Be responsible for care plans, meeting with parents and carers when necessary
16. Be on duty before school from 8.40am, patrolling the main playground
17. Assistance with reception and despatch of children at beginning and end of school session. May include recording of late arrivals, sick notes, delivering young children to classes
18. Stay with late collected children in the Reception area or Welfare Room until 4pm
19. Dealing with lost property, ensuring items are returned on a daily basis and the bin is emptied at the end of each half term
20. Attend training relevant to role
21. Organise first aid training for staff and children when relevant
22. Read records of new admissions and casual admissions and inform office staff and SLT of relevant medical information
23. Accompany classes on Educational Visits to support individual children with medical needs or to be responsible for First Aid, when necessary
24. Create and maintain care plans for staff, where necessary

ADMINISTRATIVE DUTIES:

1. Be part of the team that provides general administration support for example: answering the intercom, incoming calls and taking appropriate messages, greeting visitors and guests, other IT based tasks, photocopying, filing, collating and distribution of information to parents, staff, governors and members of the public
2. Take an active role in administrative duties in preparation for school events, such as photography days, school nurse, exhibitions, etc.
3. Type up policies
4. End of year transfer of files and folders
5. Assist in maintaining a tidy, welcoming and safe school environment and participate in the provision of refreshments for visitors and staff
6. Establish and maintain excellent relationships with pupils/parents and carers/staff and other professionals at all times
7. Ordering stock, completing/checking orders and raising queries
8. Taking flexible breaks according to the needs of the school
9. Assisting SLT with clerical and administrative tasks, when required
10. Receive and deliver messages to teachers and take pupils' belongings to classrooms
11. Collect children from classes for appointments
12. Any other duties required by the Headteacher within the scope of this post

STAFF ROOM

1. Overseeing the staffroom to ensure that it remains tidy
2. Ensuring that there is a good supply of clean cups in time for staff breaks
3. Provide refreshments for visitors and governors – clearing up afterwards
4. Using the dishwasher on a regular basis and maintaining the machine by replenishing salts and rinse aid.
5. Washing tea towels and cloths
6. Cleaning work surfaces, fridge and microwave thoroughly at least every half term
7. Cleaning cupboards inside and out every Summer

ALL ST. ANDREW'S STAFF WILL:

1. Uphold the Christian ethos of the school
2. Promote equality and respect
3. Maintain confidentiality at all times
4. Follow safeguarding guidelines and Child Protection policy/procedures
5. Carry out duties with due regard for all school policies and procedures
6. Undertake professional development activities to enhance personal development
7. Promote positive attitudes and behaviour
8. Contribute to the smooth day to day running of the school
9. Be committed to achieving the schools vision and aims
10. Respond promptly to concerns from parents and pupils
11. Promote the school in the community
12. Work in partnership with all colleagues including the Governing Body
13. Celebrate success of students and staff
14. Attend relevant school meetings
15. Support school events including those organised by Friends of the School

The post holder shall ensure that the duties of the post are undertaken with due regard of the School's Health & Safety Policy and to their personal responsibilities, under the provision of the Health & Safety at Work Act and all other relevant subordinate legislation

All schools and services in Enfield are committed to safeguarding and promoting the welfare of children and young people. Therefore, all workers and employees within Enfield are expected to share this commitment.

Reviewed: March 2018
Next review date: March 2020