



"Be Brilliant Today"

ACADEMY WELFARE ASSISTANT
Required as soon as possible

An exciting opportunity has arisen within our general office team for a Welfare Assistant. You will have experience with young people and basic first aid situations. Based in the general office you will be responsible for the Academy 'Medical Room' administering first aid, liaising with parents of students that may be unwell during the day, giving prescribed medication after all protocols are followed and calling ambulances if required. You will also be responsible for carrying out risk assessments for students as required, for instance if they come to school on crutches. You will be confident in your knowledge and eager to take on additional training as required. You will have a happy empathetic nature and also be able to converse with parents/carers, outside agencies and Academy staff clearly and professionally. You will also be required to be computer literate and able to produce reports and keep up to date records.

The role is very varied and no two days will be the same. You will have the first aid support as needed from the Administrative Assistants.

If this sounds like you and you would like to join our friendly team, we welcome your application for consideration.

Hours and Basis: 37 hours per week term-time only (plus 3 days in the Academy holiday period).

Salary: NJC Scale 2/3 (points 3-6) currently £18,887-£20,043 per annum pro rata (actual salary £16,417.16-£17,421.99 per annum).

Closing Date: Monday 19th Sept 2022

Interviews will be held: later week beginning 19/9/22 or early the following week

For further information please see the Academy website www.bexhillacademy.org

Please send or email completed Academy application forms to academyhr@bexhillacademy.org noting that we do not accept CVs or applications via agencies.

Bexhill Academy is committed to safeguarding and promoting the welfare of children and young children, therefore all positions are subject to an Enhanced Disclosure and Barring Service check (DBS).



Post: Welfare Assistant

Hours and Basis: 37 hours per week Term-time only plus 3 days

Salary: NJC Scale 2/3 – Points 3-6

Accountable to: Assistant Principal/Executive Principal

What is the purpose of the job?

To administer first aid as necessary, take charge of medical situations and call ambulances if necessary. Adhering to Health and safety protocols. To assess students who are unwell and liaise with parents. Record keeping and risk assessments.

What do you have to do?

1. Dealing with unwell students, injuries, administering medication, calling ambulance when necessary.
2. First Aid for staff and visitors
3. Supporting the filling out accident reports
4. Taking in and locking away medication, checking out of date medication keeping records of parental permission.
5. Keeping medical room fully stocked, keeping medical room clean and hygienic.
6. Looking student details up on system, contacting parents.
7. Taking statements from students when necessary.
8. General care and welfare of students that come to the medical room.
9. Risk Assessments for injuries
10. Protocols for Diabetes, Epipen, Epilepsy and other life threatening illness's.
11. Asthma Cards for new yearly intake.
12. Organising HPV injections for Year 8 and other national vaccinations for the student body
13. Assisting with the organisation of Covid testing as requested or necessary
14. First Aid packs and medicines for school trips.
15. Keeping records up to date and providing them for audit purposes
16. Supporting the Administrative team in quieter times
17. Covering Reception occasionally if required

STAFFING

Staff Development: Recruitment / Deployment of Staff:

- to take part in the academy's staff development programme
- to work as a member of a designated team and to contribute positively to the team ethos.

Quality Assurance:

- to contribute to the quality assurance procedures and policies of the academy.

Management Information:

- to maintain appropriate records and to provide relevant accurate and up-to-date information as appropriate for teaching colleagues/parents and carers and external agencies.
- to be responsible for developing and maintaining personal professional development records.

Communications:

- to communicate effectively with colleagues, the parents of students as appropriate
- where appropriate, to communicate and cooperate with persons or bodies outside of the school
- to follow agreed policies for communications in the academy

Management of Resources:

- to contribute to the process of the ordering department supplies through the appropriate channel.

Other Specific Duties:

- to play a full part in the life of the academy, to support its distinctive aim and to encourage staff and students to follow this example
- to continue personal development as agreed
- to comply with the academy's health and safety policy and undertake risk assessment as appropriate

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The job description is current at the date shown, but following consultation with you, may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The successful applicant will be subject to an Enhanced DBS check.

PERSON SPECIFICATION

Job title: Welfare Assistant

Criteria	Essential	Desirable
Education	GCSE/ O' Levels minimum Level 4/C or equivalent	
Qualifications	First Aid training (training will be provided for the right candidate)	First Aid Training Other medical training
Experience	Experience in dealing with young people First Aid Experience Administrative Experience Computer literate Word/Excel	School experience Similar post experience Medical/first aid experience Knowledge if SIMs school system
Knowledge	Knowledge of Safeguarding Knowledge of GDPR	
Skills and Abilities	Excellent interpersonal skills Excellent telephone manner	
Personal Qualities	Happy disposition Can do, muck in attitude Calm in a crisis Assertive able to give boundaries but not rude	
Commitment and other requirements	Commitment to the welfare of children Commitment to doing your best Commitment to additional training	