**Job Description**

This school/college is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

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| Post | Welfare Assistant |

The purpose of the post

To work as part of the administrative team in supporting the school in attaining its aims and objectives by providing an effective welfare service to students and staff. To provide First Aid to sick and injured pupils and members of staff.

Responsible to:

**Main tasks**

1. Administer First Aid, contact parents and arrange for sick children to be taken home. Maintain First Aid supplies in accordance with regulations.
2. Produce letters to parent about student welfare.
3. Liaise with School Nurse, School Doctor and Dentist in connection with routine medicals and inoculations of pupils.
4. Monitoring and recording pupils sent to the medical room. Drawing attention of Form tutors to cases of concern.
5. Storing and labelling medicines prescribed for individual students. Supervising the administration of medication.
6. Keeping an inventory of medical supplies.
7. Ordering stock for all First Aid Points, checking these points on a regular basis according to Health & Safety Guidelines.
8. Liaising with Deputy Head on students’ welfare i.e. if suspicious of an injury.
9. Assisting Clerical Assistant with spot checks on daily absentees, as and when required.
10. Relief reception duties as and when required.
11. Provision of administrative assistance as and when required.