



The Arnewood School

11 – 19 Academy

Working Together - Shaping Tomorrow

Gore Road
New Milton
Hampshire
BH25 6RS

Tel: 01425 625400
Fax: 01425 625425

WELFARE ASSISTANT Permanent, part-time October 2017

JOB DESCRIPTION

Post Title: Welfare Assistant

Grade: Band C

Responsible to: Pastoral Assistant Headteacher

Overall function: see Role Profile No 1429 - To be responsible for the welfare of all the children, and related duties

The medical room will be staffed between 08.00 – 16.00 hrs daily (Monday to Friday in term time, including in-service training days). Support staff are also contracted to work on 5 additional days during the year when the school is not in session, at the discretion of the Headteacher. These days are generally worked either at the beginning or end of school holiday periods and are used with for in-service training, where required, or upkeep of administrative records.

Principal responsibilities/duties: (To be drawn from the following list)

- Attention to pupils and staff if taken ill, or injured, administering first aid and arranging for the pupil to rest if necessary. As appropriate to arrange on the authorisation of the Headteacher for the conveyance of the child to hospital, doctor or home.
- Maintenance of records and reports for such cases and the action taken.
- Maintaining, under lock and key, supplies of first aid equipment and approved medical supplies. Administering medication in the event of a pupil requiring regular supervised treatment, on receipt of written instructions from the child's parent or guardian.
- Arranging attendance of pupils at clinics etc as required.

Secondary responsibilities:

- Entering onto computer and assisting as required with the preparation of lists in connection with medical information on children.
- Responsibility for lost property
- Issuing lunch cards for canteen
- Such other duties as may reasonably be allocated by the Headteacher/Senior Administrator within the purview of the post.

