

JOB DESCRIPTION	
SCHOOL	Kingsnorth
JOB TITLE	Welfare Officer incl. OPaL Play Co-ordinator
GRADE	APLb
REPORTS TO	Office Manager/Headteacher
DATE	JUNE 2025

JOB PURPOSE

To enable all pupils to engage in education by providing effective support around student welfare, This will involve working with staff, parents/carers and pupils to address barriers to learning and make sure effective policies and procedures are in place.

MAIN DUTIES AND RESPONSIBILITIES

General Duties

- To receive daily medications such as antibiotics ensuring correct paperwork is complete and ensure secure storage of medication in line with the Administering Medication policy
- Maintain a clean, orderly and safe working environment
- Obtain and maintain pupil medical information and record on Bromcom. Where relevant, ensuring information is shared and the creation of allergy tags
- Produce and maintain medical care plans for pupils with medical needs and distribute to relevant staff and parents
- Having logged medication and any expiry date, eg Ventolin inhaler, ensure all classrooms and other areas are adequately supplied with pupils' medication and administration instructions and means to record, as per school policy.
- Ensure that any changes to the procedures in first aid are reflected in the relevant policies
- Monitor and report to Senior Leaders to ensure sufficient staff are trained in first aid / pediatric first aid across the school to adhere to Health & safety regulations
- Arrange all medical training eg epilepsy, diabetic, anaphylactic renewals

Working with pupils

- Provide a First Aid service for pupils, recording treatment appropriately and sharing information with parents/colleagues as required
- Record all accidents/incidents in the workplace in accordance with correct H&S practice as outlined in the policy
- Undertake the cleaning of a child if soiled in the medical room, or if in the shower room, accompanied following the Safeguarding policy.
- Be adaptable in your working day to supervise in classrooms if required

Working with parents/carers and external agencies

- To be the point of contact for external agencies to support pupil needs
- To be the point of contact for the NHS for organizing eg flu vaccinations, Height & Weight Checks

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- Ensure that parents are contacted and appropriate arrangements are made for pupils who are unwell during the day
- Manage the transition of new pupils arriving or existing pupils returning to school, putting the necessary support in place to overcome any barriers to learning in relation to medical need
- Communicate with parents/carers about specific support in place for their child with medical needs
- Working with the FLO, assist parents/carers with any information required to support their child
- Liaise with external support agencies and professionals as required, to cater for pupils' individual needs
- Build and refresh knowledge on the range of external support available that could support pupils' individual needs

OPaL Play Coordinator

- Promoting a well organized, engaging outside play area
- Work closely with the Senior OPaL Lead and OPaL working party to coordinate outdoor activities in line with the OPaL policy
- To support staff with behavior when required

Professional development

- Be aware of, and comply with policies and procedures relating to child protection, health & safety, security and confidentiality.
- All staff are to work collaboratively with the Governing Body, Health & Safety and Worknest
- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures
- Promote the safeguarding and wellbeing of all pupils in the school
- Know and understand the school procedures for reporting all concerns

Additional Expectations

- To have read and understood the Kingsnorth Staff Handbook issued at induction, as this contains many operational instructions to help you carry out your duties

The employee is expected to undertake any other duties which from time to time may be required and be relevant and commensurate with the post, as deemed necessary by the Headteacher.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment and work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.

The employee is expected to show a commitment to promoting the ethos and values of the school, as well as the wider trust.

This job description may be amended at any time following discussion between the head teacher and member of staff and will be reviewed annually.

CRITERIA	QUALITIES	ESSENTIAL OR DESIRABLE
Qualifications and training	<ul style="list-style-type: none"> ➤ GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and maths ➤ First-aid training, or willingness to complete it 	Essential Essential
Experience	<ul style="list-style-type: none"> ➤ Experience working in a school environment or other educational setting ➤ Experience working with children / young people ➤ Experience planning and delivering learning activities ➤ Experience supporting and working with parents of young people 	Essential Essential Essential Desirable
Skills and knowledge	<ul style="list-style-type: none"> ➤ Good organisational skills ➤ Ability to build effective working relationships with pupils and adults ➤ Skills and expertise in understanding the needs of all pupils ➤ Knowledge of how to help adapt and deliver support to meet individual needs ➤ Excellent verbal communication skills ➤ Active listening skills ➤ The ability to remain calm in stressful situations ➤ Good ICT skills 	Essential Essential Essential Essential Essential Essential Essential Essential
Personal qualities	<ul style="list-style-type: none"> ➤ Enjoyment of working with children ➤ Sensitivity and understanding, to help build good relationships with pupils ➤ A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the school ➤ Commitment to maintaining confidentiality at all times ➤ Commitment to safeguarding pupil's wellbeing and equality ➤ Resilient, positive, forward looking and enthusiastic about making a difference 	Essential Essential Essential Essential Essential Essential

Print name (Employee)

Signed (Employee):

Dated:

Signed (Headteacher):

Dated: