

JOB DESCRIPTION

Job Title:	Welfare Officer
Reports to:	Safeguarding Officer
Job Holder's Name:	
Pay Grade:	Kent Scheme C
Date:	March 2026

Purpose of Job:

To work under the direction of the Safeguarding Officer to support pupils with their medical and welfare development and to provide medical support when required.

Principal Accountabilities:

- Manage whole school First Aid provision and co-ordinate support from First Aiders
- Provide First Aid support to pupils, staff and visitors including contacting emergency services and accompanying a pupil to hospital if required
- Manage Medical Room resources and Class Grab Bag resources including carrying out regular stock checks, restocking supplies and overseeing the Medical Room budget
- Ensure the medical rooms are kept hygienically clean, and have all the equipment and facilities required to cater for the medical and therapy needs of pupils
- Ensuring parents/carers are appropriately informed in the case of a pupil becoming unwell or requiring medical assistance
- Provide medication administration training where appropriate, ensure the safekeeping of medications and returning of expired medications to parents/carers
- Record and report accidents and illness in accordance with regulatory guidelines and school policies
- Maintain records of pupil health concerns, create and update Medical Care Plans, Personal Care Plans and Toileting Plans
- Co-ordinate with HR regarding staff training as appropriate, i.e First Aid, Epi-pen, Manual Handling and Defibrillation training
- Work with parents/carers of children with health concerns to ensure maximum participation and refer them to other agencies as appropriate
- Ensure that all possible Child Protection concerns of an urgent nature are referred to the appropriate DSL/SLT member immediately and all concerns (urgent or non-urgent) are recorded
- Review and action CPOMS regularly and produce medical reports for the Heads of School
- Liaise with the Attendance Officer, Family Liaison Officer, Safeguarding Officer and Heads of School regarding children's absence from school
- Liaise closely with the Admissions Officer regarding medical/dietary needs of new starters ensuring the school's catering provider is notified and updated with pupil allergy and dietary needs

- Maintain accurate pupil medical and dietary information on the school's MIS and produce medical/dietary reports as required to support pupil welfare
- Conduct and review pupil risk assessments, referring any concerns to the Safeguarding Officer and Heads of School and liaising with the Facilities Manager on pupil-related health and safety issues
- Support the Leadership team and Safeguarding Officer to organise TA cover to support vulnerable pupils during staff absence
- Liaise with the NHS School Health Team, Dentist and other outside medical agencies on pupil-related matters and to process arrangements for the efficient operation of medical examinations
- Update medical-related policies and advise SLT and Governors accordingly
- Assist in First Aid arrangements for school trips, events, etc
- Liaise with Admin staff to support medical procedures and undertake administrative activities as required

General:

- Present the school in a positive way in the community.
- Respect the confidential nature of all information acquired in the performance of the job either verbally or in writing.
- Support the aims and ethos of the school, showing respect for self, each other and the environment.
- Promote equality for all individuals.
- Set a good example in terms of dress, punctuality, attendance and behaviour.
- Attend team and staff meetings during working hours as required.
- Regularly check emails and pigeonhole for correspondence.
- Undertake professional duties that may be reasonably assigned by the Line Manager or Senior Leaders.
- Undertake professional development and training opportunities to secure own working knowledge of new initiatives and practice.
- Comply with all school policies and procedures in particular those relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

The Job Description is subject to the changing needs of the school and other duties may be required from time to time. It will be reviewed as part of the Appraisal Process.

SIGNED

DATE