



Ashmole Academy Trust

JOB DESCRIPTION

- JOB TITLE:** Welfare Officer and Clerical Assistant – Primary
- GRADE:** Pay spine 21
- PURPOSE OF JOB:** As principal school first aid officer, to administer the needs of sick or injured staff and pupils and to manage health care plans for pupils and staff. To assist with school clerical administration.
- RESPONSIBLE TO:** The Head Teacher in all matters.
- EMPLOYMENT DUTIES:**

The job description should be considered with due regard to the school's staffing structure and the school's corporate plan.

First Aid Officer

- To administer First Aid to staff and pupils in accordance with best recognised practice.
 - To provide a First Aid service that complies fully with all relevant legislation and meets all Health and Safety requirements.
 - To liaise with the school's Health and Safety Officer as appropriate.
 - To maintain First Aid certification.
 - To liaise with the external school nurse to arrange health visits.
 - To organise vaccinations for pupils and staff that may be required.
 - To liaise with the Deputy Head Teacher to ensure that there is adequate First Aid cover in the event of absence.
 - To bring to the attention of the Head Teacher issues of health or injury that require attention.
 - To ensure other first aiders are fully equipped to cover the 1st aid room, ensuring any new medical needs information is passed onto them and any changes to medical conditions.
 - Implementing and ensuring Buddy System for Epipen users runs successfully, liaising with students and school nurse and appropriate training given to buddies.
 - Liaise with kitchen re food allergies to ensure all known conditions are catered for.
 - Prepare all first aid equipment for school trips including first aid kits, medical lists and relevant medical information reports.
 - The management of health care plans for pupils and staff.
 - Ensure incident and accident record up to date and complete Ridor report where necessary.
 - Be appointed person to attend hospital with pupil if required.
 - To safeguard and promote the welfare of children.
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- To produce high quality documents and letters.

- To ensure a high level of confidentiality and efficiency.
- To undertake general clerical duties such as data entry, filing, typing, etc and reprographics as required.
- Specific duties may include:
 - Filing for all Primary year groups.
 - Pastoral notes on new pupils.
 - Typing of school brochures/letters and newsletters as required.
 - Setting up excel spread sheets.
 - Maintaining school databases and office systems.
 - Set up new Reception files for the start of the new year.
 - Set up new pupil files as required.
 - Telephone calls checking absences.
 - To liaise with the Academy Trust.
- To deal with queries from outside agencies.
- To support school staff in liaising with other schools, community, parents and professional bodies and to ensure that a good image is conveyed to the public at all times through courteous dealings with the public on the phone and in person.
 - To handle telephone enquiries and messages effectively, and support the switchboard and main school reception, as required.
- To welcome and look after visitors, as required.
- To assist other office staff with key duties where the task requires teamwork.

This Job Description is not rigid or exclusive and may be adjusted at any time with the agreement of the Head Teacher to meet the needs of the school.

Post Holder : _____

Head Teacher: _____

Date: _____