

Welfare Assistant

James Elliman Academy

Job Description

Reporting to	Vice Principal & PA to Principal
Grade	3
Date evaluated	March 2018

Job Purpose

To support the welfare of children and adults within and outside the school as appropriate, and to manage systems that enable the school to best track and support pupils..

Key Accountabilities

The following list is not intended to be exhaustive but indicates the range of duties and the level of responsibility involved.

Main Duties and Responsibilities

- Ensure accurate medical records and administration of first aid and medication are kept;
- Work with pupils identified by staff as needing extra time to talk through personal issues;
- Provide an administrative pupil service, including the production of reports, compilation of letters to parents, external agencies etc;
- Take part in accompanying pupils outside school;
- Responsible for effectively managing procedures related to admissions and attendance e.g. truancy, absences, lateness and attendance data;
- Support other areas of the administration team during busy periods or absence.

General

- Maintain confidentiality in and outside the workplace;
- Support the implementation of academy policies;
- Promote the inclusion and acceptance of all pupils;
- Be aware of and understand safeguarding protocol and procedures and the importance of taking appropriate action;
- Attend and participate in meetings and training opportunities;
- Carry out any other reasonable tasks/duties as required by The Trust in accordance with the needs of The Trust.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation.

Confidentiality

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of The Park Federation Academy Trust or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

Data Protection

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 2018.

Safeguarding

In accordance with the commitment of The Park Federation Academy Trust to follow and adhere to the Department for Education guidance entitled "Keeping Children Safe in Education", it is the individual's responsibility to promote and safeguard the welfare of children and young people in the Academy. A satisfactory DBS check is required for this post.

Person Specification

Criteria	Essential	Desirable
Experience & Qualifications	<ul style="list-style-type: none"> • GCSE in English and Mathematics (or equivalent); • A valid First Aid at Work certificate; • Office/Administration experience commensurate with post; • Experienced at dealing with confidential information appropriately. 	<ul style="list-style-type: none"> • Previous knowledge of the Education system; • Experience working with Arbour.
Skills & Knowledge	<ul style="list-style-type: none"> • To be literate and numerate; • Ability to work to tight deadlines; • Possess good communication skills; • Basic ICT skills; • Ability to respond to a wide range of enquiries; • Knowledge of office support processes; • Good record maintenance skills including information retrieval; • Accurate data input skills. 	<ul style="list-style-type: none"> • A community language.
Personal Qualities	<ul style="list-style-type: none"> • Excellent interpersonal skills; • Able to work on own initiative; • Prepared to work flexibly within reason; • Reliable; • Sensitive and confidential; • Able to work independently and as part of a team. 	