



Welfare Officer

Candidate Information Pack 2022/2023

Learning Today: Leading tomorrow

About our school

Bentley Wood High School, Clamp Hill, Stanmore, Middlesex, HA7 3JW

Our School

Learning today: leading tomorrow

At Bentley Wood High School for Girls we are proud of our fine record of academic achievement within our safe, caring, stimulating environment where pupils learn happily and well. We encourage each girl to develop a wide range of skills and interests, to achieve her personal best and to work co-operatively with consideration for all members of our learning community at all times.

As a single sex school, we recognise that research has shown that our environment empowers girls to maximise their potential, participate fully in all areas of school life and achieve their very best.

Bentley Wood High School is a rich and diverse community. We celebrate our diversity and welcome further opportunities to learn from each other. Our partnership with parents is a strength of the school. Parents consistently provide positive feedback and are very supportive of the school through our Parent Voice group.

We are extremely lucky to be in a school in such a beautiful natural setting. Bentley Wood High School has been described by parents as the 'hidden jewel in the crown' however; our most important treasures are our students and staff.

I very much look forward to meeting you.

Ms Naseema Akbar

Headteacher



Job Description: Welfare Officer

Purpose: The medical welfare of students and staff.

Responsible to: A member of the Senior Leadership Group

Main Duties and Responsibilities

1. To be committed to and to promote the school's vision, aims, objectives and values;
2. The medical welfare of students and staff, including the provision of first aid services and the maintenance of accident and incident records;
3. Decisions relating to the referral of pupils and staff to doctor/hospital ;
4. To contact parents as and when necessary with regard to students' welfare and/or sudden illness;
5. The ordering, control and usage of medical supplies within the whole school;
6. The checking of medications held e.g., EpiPens for date use;
7. To support the Senior Welfare Officer in providing a register of information about students' health issues and medication;
8. To work under the direction of the Senior Welfare Officer in the smooth and efficient operation of the Medical Room;
9. Providing a weekly early morning, 'drop in' service for students;
10. To provide administration for student medical records and ensure these are kept up to date;
11. To liaise with appropriate staff on matters of student welfare including for students with disabilities and special education needs;
12. Developing expertise and providing training to other staff in supporting students with mental health issues;
13. Developing expertise in safeguarding;
14. To attend relevant training programmes to ensure best practice is maintained and qualifications are updated in line with Government Health initiatives;
15. Liaison with external contacts within the health service;
16. Support the Senior Welfare Officer with the organisation of all medical surveys, vaccinations, etc. to include the administration of appointments and communication with parents. This would cover such things as dental surveys and B.C.G. vaccinations;
17. The provision of health advice/counselling to students
18. Assisting with the Personal and Social and Health Education course as required;
19. to join the Operations Manager, Health & Safety Representative & Health & Safety Governor on Health & Safety Inspections of the school;
20. All the above items must operate within the relevant Health and Safety Regulations.

OTHER DUTIES

All staff are required to participate in training and other learning activities and in performance management and development, as required by the school's policies and practices.

To comply with any reasonable requests from a leader/manager to undertake work of a similar level that is not specified in the job description.

The job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to meet changing regulations or circumstances. These would be commensurate with the grade and title of the post.

Person Specification:

| Qualifications | Essential | Desirable | How measured |
|--|-----------|-----------|---------------------------------------|
| Degree or equivalent or relevant qualifications and experience | | ✓ | Application and interview |
| Evidence of professional development | ✓ | | Application and interview |
| Possess an up to date First Aider qualification, appropriate for working with both young persons and adults | | ✓ | Application and interview |
| Skills & Experience | | | |
| Have successful experience in working with a wide range of people with Health and Special Educational Needs and EAL | ✓ | | Application, references and interview |
| Good interpersonal skills, a high level of initiative, energy and enthusiasm | ✓ | | Application, references and interview |
| Be able to communicate clearly and accurately both on paper and orally and to have a good command of English | ✓ | | Application, references and interview |
| Be able to show initiative and know when to ask for guidance | ✓ | | Application, references and interview |
| Be well organised, able to prioritise and good at starting and completing tasks | ✓ | | Application, references and interview |
| The ability to work as a member of a team and to have sensitivity and tact in dealing with a wide range of young adults and people | ✓ | | Application, references and interview |
| The ability to remain calm under pressure, maintain complete confidentiality and discretion at all times | ✓ | | Application, references and interview |
| Have good word processing skills and the ability to use Word and Excel | ✓ | | Application, references and interview |
| Qualities | | | |

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|--|---|--|---------------------------------------|
| Be willing to undertake training to keep abreast of Health & Safety requirements | ✓ | | Application, references and interview |
| Commitment to student safeguarding and well being | ✓ | | Application, references and interview |
| A commitment to the positive behaviours of students | ✓ | | Application, references and interview |
| Commitment to equal opportunities | ✓ | | Application, references and interview |
| A willingness to share in the school's educational vision | ✓ | | Application, references and interview |
| Strong team player | ✓ | | Application, references and interview |
| Self-motivation and a sense of initiative | ✓ | | Application, references and interview |
| Open and transparent work ethic | ✓ | | Application, references and interview |
| Flexible and adaptable in approach and hours if necessary | ✓ | | Application, references and interview |
| Professional conduct and personal integrity | ✓ | | Application, references and interview |