**Job Description: Welfare Officer**

**Reporting to:** SENC0

**Location:** Ark Acton Academy

**Contract:** Permanent

**Working Pattern:** Term Time only 39 weeks - 36hrs / week

**Salary:** Ark Support 5: Pay Points 5-13:(£23,837 - £27,494) Pro rata actual salary (£20,413 - £23,545.59)

**The Role**

In this role you will provide medical assistance to students and staff . You will provide administarive support for the welfare department, ensuring medical records are accuratley maintained and support the school by providing medical information where requested. You will collaborate with the other members of the team to uphold the vision and ethos of the school at all times and provide excellent customer service to a range of stakeholders.

**Key Responsibilities**

* Be the first point of contact for students requiring medical assistance, administer First Aid and ensure you seek support where needed (NHS direct/999)
* Provide a comprehensive welfare service to students aged between 11 to 18.
* Provide medical support to staff
* Ensure student medication is correct and in date and follow up where necessary with parents/ SENCo/DSL
* Maintain manual and computerised records and management information systems, producing accurate lists or data as required by colleagues or compliance bodies
* Assist with health assessment, immunisation, and health promotion programmes.
* Report safeguarding concerns to the Designated safeguarding officer.
* Actively promote the safety and welfare of our children and young people
* You will work closely with key staff to reduce levels of absence and work with students and families to promote high levels of attendance.
* Support the Operations Manager with the management of infectious diseases, including Covid related incidents and data.
* Liaise with colleagues and external contacts at all levels of seniority with confidence, tact, and professionalism
* Provide general clerical and administrative support for the school
* Provide support to the attendance team, recording attendance, chasing missing attendance marks, assisting with calls home.
* Work with appropriate staff to improve attendance where attendance is a concern.
* Be a First Aider and Fire Warden

Other

* Actively promote the safety and welfare of our children and young people
* Ensure compliance with Ark’s data protection rules and procedures
* Willingness to undertake training
* Comply with all school policies, including the school’s behaviour policy and staff code of conduct.
* Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.

**Person Specification**

**Qualifications**

* GCSE English and Mathematics Grade C or above

**Knowledge, Skills and Experience**

* Experience of running effective administrative systems, preferably in a school environment
* Qualified as registered nurse (preferable)
* Hold a First aid at work certificate or be willing to undertake the training
* Experience of data entry into databases and other IT systems
* Excellent communication, writing and editing skills
* Excellent organisation and time-management skills
* High level of proficiency with Microsoft Office
* Able to build relationships with a range of stakeholders and anticipate others’ needs
* Commitment to the safeguarding and welfare of the students
* Able to take ownership of tasks and work with minimal supervision

Behaviours

* Genuine passion for and a belief in the potential of every pupil
* A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action
* Belief that every student should have access to an excellent education regardless of background
* Professional outlook, detailed orientated and able to multitask and meet deadlines
* A team player that can work collaboratively as well as using own initiative
* Calm and professional under pressure
* Understanding of the importance of confidentiality and discretion
* Flexible attitude towards work and demonstrates sound judgement

Other

* Right to work in the UK
* Commitment to equality of opportunity and the safeguarding and welfare of all students
* Willingness to undertake training
* This post is subject to an enhanced DBS check

*This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for the role.*

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies.  In order to meet this responsibility, we follow a rigorous selection process. This process is outlined* [*here*](http://arkonline.org/sites/default/files/Ark_safe_recruitment.pdf)*, but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check*.