

# Goodmayes Primary School



## **JOB DESCRIPTION**

### **Welfare & Admin Assistant**

**Salary Scale:** LBR 2 (Points 3-4)

**Working Hours:** 20 hours per week, term time only (10am-2pm)

**Contract Term:** Fixed term (1 year)

**Start Date:** ASAP

**Reports to:** Office Manager

### **PURPOSE OF THE ROLE**

The Welfare & Admin Assistant will work under the direction of the Office Manager to provide welfare and administrative support to the school.

### **MAIN DUTIES AND RESPONSIBILITIES**

#### **Main duties are:**

- First point of call for all First Aid matters
- Administer First Aid as and when necessary, in the school
- Follow all procedures in line with the Health and Safety Policy
- Report to the Designated Safeguarding Lead (via CPOMS) suspected abuse or signs of non-accidental injury
- Provide routine clerical support e.g. photocopying, filing, emailing, complete routine forms under the direction of the School Business Leader and other Senior Leaders.

#### **Specific duties include:**

- Administer first aid to all pupils, visitors and staff as required
- Liaise with parents/carers and staff regarding first aid given to pupils (sick pupils)
- Cater for the personal needs of children including personal care and toileting as required
- Monitor the stock control and prepare an order form for first aid supplies
- Tidy up first aid room to ensure cleanliness and hygiene at all times
- Undertake reception duties, answering routine telephone and face to face enquiries and signing in visitors
- Maintain manual and computerised records/management information systems
- Sort and distribute mail

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## **Responsibilities**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and welfare, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required

Participate in training and other learning activities and performance development as required

The nature of this work is especially sensitive and therefore the Welfare & Admin Assistant must not discuss any children or their work with people outside of the school.

The job description is not necessarily a comprehensive definition and the Welfare & Admin Assistant may be required to undertake such other tasks appropriate to the position as the Executive Headteacher / Head of School may require.

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## PERSON SPECIFICATION

|                                                                                                                          |                           |              |                  |
|--------------------------------------------------------------------------------------------------------------------------|---------------------------|--------------|------------------|
| <b>Job Title</b>                                                                                                         | Welfare & Admin Assistant |              |                  |
| <b>School</b>                                                                                                            | Goodmayes Primary School  | <b>Grade</b> | LBR 3            |
|                                                                                                                          |                           |              |                  |
| <b>Selection Criteria</b>                                                                                                |                           |              | <b>Weighting</b> |
| <b>Education and Qualifications:</b>                                                                                     |                           |              |                  |
| English and Maths GCSE at grade C, 4 or higher (or equivalent)                                                           |                           |              | Desirable        |
| Current first aid certificate                                                                                            |                           |              | Desirable        |
| <b>Experience/Knowledge/Skills/Competencies:</b>                                                                         |                           |              |                  |
| The successful candidate will:                                                                                           |                           |              |                  |
| <ul style="list-style-type: none"> <li>enjoy working with children</li> </ul>                                            |                           |              | Essential        |
| <ul style="list-style-type: none"> <li>ability to relate well to children and adults</li> </ul>                          |                           |              | Essential        |
| <ul style="list-style-type: none"> <li>have experience of supporting children with special needs</li> </ul>              |                           |              | Desirable        |
| <ul style="list-style-type: none"> <li>be able to communicate clearly verbally and in writing</li> </ul>                 |                           |              | Essential        |
| <ul style="list-style-type: none"> <li>be able to work collaboratively with others as a part of a team</li> </ul>        |                           |              | Essential        |
| <ul style="list-style-type: none"> <li>be able to take the initiative with workloads</li> </ul>                          |                           |              | Desirable        |
| <ul style="list-style-type: none"> <li>be able to follow instructions accurately</li> </ul>                              |                           |              | Essential        |
| <ul style="list-style-type: none"> <li>have an understanding of the needs of our culturally diverse community</li> </ul> |                           |              | Essential        |
| <ul style="list-style-type: none"> <li>be willing to learn and develop own skills and knowledge</li> </ul>               |                           |              | Essential        |