



Welfare Officer & Senior Midday Supervisor

Required to work 7.4 hours per week /38 weeks per year

QEGSMAT is seeking to appoint an enthusiastic, supportive and well-organised person to work alongside a team of dedicated support staff in our Student Services department at Queen Elizabeth's Grammar School Ashbourne Academy, providing a professional frontline service to students, parents and visitors.

QEGSMAT vision is to 'Question, Explore; Give; Succeed' and our exceptional staff, strong leadership and motivated children and young people, as well as excellent facilities, provide the successful formula for this.

We offer candidates:

- Support, mentoring and professional learning appropriate to the post.
- A forward looking, hardworking and enthusiastic team of staff with the desire and skills to improve outcomes.
- A location which has a highly successful school, with an aspirational ethos which leads to excellent levels of achievement.
- Staff, students and governors are committed to working together to build a positive learning environment, ensuring continuing success for all students.
- Our core values include hard work and personal courtesy. We firmly believe that the aim of always doing one's best is the key to sustained success.

QEGSMAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments are subject to an Enhanced DBS check. Further information about our commitment to Safeguarding can be found - <https://www.qegsmat.com/documents/safeguarding>

Please visit www.qegsmat.com where you can apply via TES.

Closing date for applications: Wednesday 3rd November 2021 09:00am

Interview date: Monday 15th November 2021

Actual Salary: Scale 3, SCP 5 – 6 FTE £19,312- £19,698 (Pro Rata £3,179-£3,242)

Start date: Monday 10th January 2022



JOB DESCRIPTION

Post Title:	Welfare Officer & Senior Midday Supervisor
Responsible to:	Assistant Headteacher
Scale:	Scale 3
Weekly Hours:	7.4 hours
Weeks Per Annum:	38
Post Objectives:	To oversee the running of the Medical Room within the school; To engage with all relevant stakeholders and ensure that the health and medical needs of students are dealt with appropriately.

DUTIES AND RESPONSIBILITIES:

- Administer first aid as appropriate;
- Complete accident forms and relevant records relating to duties of the post as required;
- Ensure the school has sufficient first aid supplies at all times which are appropriately located across the school in accordance with Health and Safety guidance;
- Deal with bookings for the Multi-Agency Room by external agencies and to support those agencies by ensuring students attend their appointments;
- Lead the team of midday supervisors on the Main Site;
- Oversee students self-administering medicine in line with school policy and as directed by the Teaching Assistant with responsibility for the coordination of medical needs within the Extended Learning Department;
- Liaise with parents, including at meetings, regarding first aid/medical issues;
- Provide general administrative support as required.

METHODS OF WORKING

The post holder must:

- Maintain confidentiality and observe data protection and associated guidelines where appropriate;
- Maintain an awareness of Safeguarding Children and Every Child Matters initiatives;
- Understand and comply with the academy's Health and Safety Policy in the performance of their duties and responsibilities;
- Carry out the duties of the post in compliance with the academy's Equal Opportunities Policy;
- Understand and comply with all other relevant academy policies;
- Take an active part in appraising their own work against agreed priorities and targets in accordance with the academy's professional development and supervision arrangements;
- To undertaking any relevant CPD associated with the duties of the post;

- Carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.



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PERSON SPECIFICATION

	Essential	Desirable	Evidence
Qualifications	<ul style="list-style-type: none"> • First Aid • Good numeracy, literacy and ICT skills 		<ul style="list-style-type: none"> • Certificates
Skills	<ul style="list-style-type: none"> • Systematic and practical with strong organisational skills • Effective communication skills • Ability to lead a small team of staff • Ability to work as part of a team or independently 		<ul style="list-style-type: none"> • Interview • Application form
Knowledge	<ul style="list-style-type: none"> • Health & Safety Procedures • First Aid provision within a school environment 		<ul style="list-style-type: none"> • Interview • Application form
Experience	<ul style="list-style-type: none"> • Experience of providing a first aid service • Experience of record keeping & stock control 	<ul style="list-style-type: none"> • Experience of working with young people 	<ul style="list-style-type: none"> • Interview • Application form
Personal Qualities	<ul style="list-style-type: none"> • Flexible, innovative and willing to embrace new ideas • Enthusiastic and self motivated • Willing to develop through appropriate CPD opportunities • Ability to develop and maintain effective working relationships within differing contexts 		<ul style="list-style-type: none"> • Interview • Application form

Print Name _____

Signature _____

Date _____