



Upper Shirley High School
Bellemoor Road
Southampton SO15 7QU
Co-ed Comprehensive (11-16)
Tel: 023 8032 5333

Role: Administration & Welfare Officer
Weekly Hours: 37 hours per week
Working Weeks: Term time only
Grade: 6
Actual Salary: £16,853 to £19,390 (Depending on experience)
Start date: As soon as possible

Our vision: Upper Shirley High School is the place where all individuals are challenged to achieve; where we are distinguished as leaders of learning and the passion of our people transforms futures.

Due to the retirement of the longstanding postholder, we are seeking to appoint a highly motivated and efficient Admin & Welfare Officer to work in our busy main school office.

Excellent communication skills are vital as a large part of the role involves liaison with parents, students, staff and a number of outside agencies. Confidentiality, patience, a sense of humour and the ability to use your own initiative are key attributes to make you successful in this role.

The role balances supporting the whole school in undertaking a range of administrative tasks (creating and distributing letters, bulk photocopying, and setting up displays) along with leading on all aspects of student welfare.

About the role: we are looking for someone who has experience of:

- performing successfully in a fast paced administrative role
- undertaking the role of principal first aider in a school environment
- implementing health & safety policies and procedures in terms of student welfare, administering medicines and producing student based risk assessments

About you: we are looking for someone who:

- displays energy and enthusiasm and has a “can do” approach to their work
- is a confident administrator who can efficiently and accurately carry out a range of admin based tasks
- holds a valid first aid qualification and is able to calmly and confidently administer first aid
- has excellent interpersonal skills and is able to communicate effectively with students, staff and parents
- can demonstrate the qualities of patience, firmness and sensitivity when engaging with adults and students

Is this you?

It is an exciting time to join Upper Shirley High School which is over-subscribed and expanding. If you like a challenge and are passionate about what you do, we'd like to hear from you.

A full job description and application form can be downloaded from our website www.ushschool.org under the 'Staff' section. Please return completed applications to Applications@ushschool.org

Closing date: Midday on Monday 16th April 2018

Interview date: W/C 23rd April 2018

Our school is committed to safeguarding and promoting the welfare of children and an enhanced DBS will be required for this post

PERSON SPECIFICATION
POST: ADMIN & WELFARE OFFICER – GRADE 6

SKILLS/ ABILITY/ EXPERIENCE	TO DO WHAT?	HOW WELL? NOW OR WITH TRAINING?	HOW IMPORTANT AT THE TIME OF APPOINTMENT?
<p><u>KNOWLEDGE</u></p> <p>A good understanding of business administration and several years’ practical experience of administrative processes</p> <p>Approved First Aider Qualification and knowledge of First Aid procedures</p> <p>Practical experience of administrative processes</p> <p>A basic understanding of Health and Safety Regulations.</p> <p>Good level of general education to at least NVQ level 2, with a GCSE Grade C (or equivalent) in English and Maths</p>	<p>To effectively undertake a range of administrative tasks</p> <p>To provide first assessment and contact point for pupils requiring First Aid, and to maintain records of treatment and First Aid supplies</p> <p>To effectively undertake administrative tasks (ordering, record keeping, correspondence, handling face to face and telephone enquiries, First Aid records, supplies and ordering of First Aid resources, pupil welfare)</p> <p>Working alongside the Business Manager to ensure Risk Assessments are fully completed for staff and pupils across the school;</p> <p>To provide a theoretical framework for the role</p>	<p>Now – training given in specific school systems and processes</p> <p>Now - with training in specific school systems and processes</p> <p>Now - with training in specific school systems and processes</p> <p>Now</p>	<p>5</p> <p>5</p> <p>4</p> <p>4</p>

PERSON SPECIFICATION POST: ADMIN & WELFARE OFFICER – GRADE 6			
SKILLS/ ABILITY/ EXPERIENCE	TO DO WHAT?	HOW WELL? NOW OR WITH TRAINING?	HOW IMPORTANT AT THE TIME OF APPOINTMENT?
<u>MENTAL SKILLS</u>			
Ability to use own judgement	To assess pupils' welfare needs and provide suitable care and treatment	Now, although training will be given	4
<u>INTERPERSONAL & COMMUNICATION SKILLS</u>			
Ability to communicate information and ideas effectively to a range of audiences, through good written and excellent oral communication skills	To communicate effectively with children To develop and maintain effective working relationships with colleagues, pupils and "partners" of the school (Parents, Governors, Visitors etc)	Now	4
Ability to work well as a member of a team	To inform parents/carers where necessary for pupils to go home To support colleagues and maintain effective working relationships	Now	5
<u>PHYSICAL SKILLS</u>			
Some requirement for precision (using epipens etc)			
<u>INITIATIVE & INDEPENDENCE</u>			
Ability to work on own initiative & organise own workload	To work alone and take sole responsibility for welfare of pupils who are ill during the school day	Now	4
<u>PHYSICAL DEMANDS</u>			

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Occasional			
<u>MENTAL DEMANDS</u>			
Ability to deal with interruptions and unexpected peaks in workload	To cope with situations where several children require immediate attention at the same time	Now	4
<u>EMOTIONAL DEMANDS</u>			
Ability to remain calm in all situations	To comfort, reassure and provide appropriate care and treatment to pupils who are ill and may be distressed	Now	5
<u>RESPONSIBILITY FOR PEOPLE</u>			
Understanding of key safeguarding issues and procedures across the school	Ensure correct reporting and monitoring of any safeguarding issues arising across the school; To maintain appropriate levels of confidentiality and data security in respect of personal/pupil/colleague information	Awareness of the sensitivity of these issues now. Training in school procedures given	5
Experience in working with/caring for children of a relevant age	To provide welfare support to pupils	Desirable	3
<u>SUPERVISION</u>			
Training/supervisory experience	To train other staff in the correct use of required medical treatment (e.g. Epipens)	Desirable; not essential	2
<u>FINANCIAL RESPONSIBILITY</u>			

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SKILLS/ ABILITY/ EXPERIENCE	TO DO WHAT?	HOW WELL? NOW OR WITH TRAINING?	HOW IMPORTANT AT THE TIME OF APPOINTMENT?
N/A			
<u>PHYSICAL RESOURCES</u>	Responsible for ensuring the safe storage of first aid equipment and medical supplies and for maintaining stock at appropriate levels		

Job Description: Admin & Welfare Officer

Postholder:

Responsible to: School Business Manager

Liaising with: All staff and students

Hours: 37 hours per week/term time only

PURPOSE OF THE JOB

- To provide a comprehensive administrative support service to the school
- To assist with the welfare needs of students by providing first-line care and support for those who are unwell and/or need medical care

KEY ACCOUNTABILITIES (ADMIN OFFICER)

- Being responsible for the record keeping and filing of student records;
- To administer, organise and maintain some aspects of the SIMS database and associated students records;
- Providing a bulk photocopying service to the whole school (letters/booklets/exam papers);
- Dealing with routine enquiries from parents, the Trust, LA and other agencies/organisations;
- Word processing mail merging of school letters and other documents and organising their distribution (post and email);
- To maintain the school's website to ensure ongoing accuracy;
- To provide an administrative support service to the Leadership Team, often dealing with items of a sensitive and confidential nature;
- To contribute to the organisation and smooth running of school events, which may include Parents Evening, Open Morning and Award/Presentation evenings;
- To contribute to the production of school documents such as the school prospectus, newsletters and other event materials;
- To support transition through the preparation, production and collation of new starter packs;
- To carry out any other administrative procedures, within the responsibility level of the post, as directed by the Head Teacher;
- To carry out lunchtime and break time duties as directed.

KEY ACCOUNTABILITIES (WELFARE OFFICER)

- To supervise and care for students who are unwell during the school day and to ensure that they receive appropriate medical treatment;
- To inform parents/carers if it is necessary for a student to go home;
- To act as a medical 'appointed person', providing initial First Aid for minor incidents and injuries and ensuring that emergency medical care is called for if required;
- To administer prescribed medicines to students as and when required, in accordance with school procedures, and to train other staff in the use of emergency treatment (i.e. epipen);
- To ensure the safe storage of first aid equipment and medical supplies and to maintain stock at appropriate levels;
- To liaise with other staff as appropriate in respect of students who have medical conditions that may require additional or specialist support or which constitute Special Educational Needs;
- To build good constructive relationships with students and ensure that any medical or personal information is kept up to date, accurate and confidential as appropriate;
- To write and circulate student risk assessments in relation to medical and mobility issues and changes;
- To produce student health care plans for those students with life threatening medical conditions;
- As part of the Administration team, to undertake other administrative duties as required, particularly in support of the Health and Safety function.

SUPPORTING THE SCHOOL

At an appropriate level, according to the job role, grade and training received, all employees in the school are expected to:

- Support the aims, values, mission and ethos of the school and participate in a team approach to all aspects of school life.
- Attend and contribute to staff meetings and INSET days as required, and identify areas of personal practice and experience to develop.
- Take appropriate responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/child/teacher/school and keep confidences appropriately.
- Be aware of health and safety issues and act in accordance with the school's Health and Safety Policy

OTHER DUTIES

The postholder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or receives appropriate training to carry out these duties.

The postholder must:

- Ensure that trust policies and procedures are implemented and followed;
- Work as appropriate with the Trust Central Services team in matters relating to finance, HR, IT and Health and Safety