



Pinner Wood School Job Description

Position: Welfare and Administration Assistant

Grade	G3
Hours	28 hours per week including ½ hour unpaid lunch break Probably 10am - 4.15pm (Mon-Thurs); 10am – 3.30pm (Fri); Term Time only
Directorate	Education
Type	Temporary- 1 year contract in first instance. Start: September 2024
Division	Primary Schools
Reports to	School Business Manager
Location	Pinner Wood School, Latimer Gardens, Pinner, HA5 3RA

Role Purpose

- To contribute to the warm, welcoming, efficient environment created by the front of school team
- To contribute to the physical, social, emotional and intellectual well-being of the children
- To assist in the personal health/safety of the children

Job Context (Key outputs of team / role)

- Pinner Wood School is a three-form entry primary school based in Pinner.
- The role involves regular contact with staff/ families and a variety of service professionals.
- To provide welfare support to ensure the smooth running of the school.
- The role reports to the School Business Manager who has responsibility for the Business Operational running of the school.

Generic Duties

- To demonstrate a commitment to the Council's Equal Opportunities Policy and the ability to understand and implement the policy in relation to the job responsibilities.
- To ensure compliance with your responsibilities as laid out in the school's health and safety policy and to take an active role in promoting a positive health and safety culture.
- To promote and participate in the school's individual performance appraisal and development initiatives and information management best practice.
- To ensure compliance with the school's information security policies and maintain confidentiality.

- In accordance with the Immigration Act 2016, where the role is customer-facing and the post holder is required to speak to members of the public, the ability to converse at ease with customers and provide advice in accurate spoken English is essential.

Values, Behaviours and Equalities

We want our colleagues to live our values. These values describe what we stand for and how we do things at Pinner Wood whilst inspiring, challenging and guiding us towards the delivery of our organisational ambitions and goals. Our six core values are:

Choose Kind, Step Up, Dream Big, Strength through Positivity, Heart of the Community and Enjoy Learning.

These values will also help us to achieve our equalities vision of being a proud, fair & cohesive workplace.

Main Duties / Accountabilities:

Welfare Duties

- To be the lead professional in school responsible for the medical care of the children.
- To provide and oversee care to the children who have complex medical needs.
- Keep confidential medical list up to date and inform relevant staff.
- To administer First Aid or medicines as appropriate.
- To communicate with parents/carers and other agencies (e.g. ambulance services) when appropriate regarding a child's welfare when appropriate.
- To maintain accident/injury records for children and staff.
- To keep up to date care plans for children with medical needs and share accordingly.
- To maintain the record of parental consent for the administration of medication etc.
- To ensure individual pupil medications e.g. Epi-pens, inhalers etc. are in school and kept up to date by parents/carers.
- To liaise with outside agencies e.g. School Nurse and other medical professionals, assisting with medicals and health checks.
- To liaise with parents and other agencies, e.g. Children's Services, regarding highly sensitive and confidential matters.
- To ensure relevant accident forms are completed for staff and pupils.
- To manage the team of first aiders and organise ongoing First Aid and other training.
- To order first aid supplies when needed.
- To monitor First Aid boxes in the building and First Aid travel equipment.
- To be responsible for completing DSE (Display Screen Equipment) for every staff member and report any actions.
- To be responsible for maintaining the welfare room.
- To manage Lost Property.

Reception Duties

- Undertake reception duties, answering the telephone, filtering enquiries as appropriate and taking of and passing on messages to appropriate staff.
- Receiving visitors and parents as appropriate ensuring they sign in and out, in accordance with the schools' safeguarding procedures.
- Ensuring children arriving late or leaving early are signed in and out as required.
- Dealing with general enquiries by telephone, letter and e-mail or in person.

- Working alongside other office staff to ensure the smooth running of the office and provide a quick, efficient response to queries from parents, pupils, staff, members of the public etc.

Administration Duties

- To support the SENCO in administration tasks – filing, copying and records keeping. Dealing with general day to day queries from staff, pupils and parents.
- Providing administrative support e.g. photocopying, filing, e-mailing, completion of routine forms etc.
- Maintain manual and computerised records/management information systems.
- Produce lists/information/data as required e.g. ARBOR/MEDICAL TRACKER pupil data.
- To ensure the School Office provides a positive, welcoming image is presented to parents, visitors, LEA and other representatives.
- Assist with school photographs.

Professional development

- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
- Be alert to persistent absence becoming a safeguarding concern and early help potentially being required.
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary.
- Promote the safeguarding of all pupils in the school.

Other duties and accountabilities

- Promoting the School and its profile to a range of audiences as an articulate ambassador in all circumstances.
- Continuing to raise the positive profile of the school in the local community.
- Promoting the school's policy on behaviour and punctuality for learning, and a commitment to providing a caring and stimulating environment for improving standards for all pupils within the school.

<ul style="list-style-type: none"> • Undertaking such other duties as reasonably correspond to the general character of the post, including attending meetings and public events. • In order to deliver the service effectively, a degree of flexibility is needed, and the post holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade
Other Requirements

Manager Signature	Employee Signature
Job Title	Job Title
Date	Date

Person Specification

Communication and Administration Officer – Person Specification

The following knowledge, skills, experience and personal qualities will be required in order to undertake this role:

	Essential	Desirable
Qualifications		
GCSE Grade A-C in Maths or NVQ Level 2 Maths of equivalent qualification/experience		✓.
Enhanced DBS Check.	✓.	
Experience / Knowledge		
Have a qualification in first aid	✓.	
Understand how to use medical tracker	✓.	
Have experience of working with children with medical needs	✓.	
Have knowledge of the education sector	✓.	
Skills and Abilities		
Proven literacy, numeracy and communication skills.	✓.	
Excellent verbal and written communication skills and the ability to engage effectively with stakeholders	✓.	
Able to work effectively under pressure and changing priorities	✓.	
Able to use technology to record medical incidents and basic admin tasks.	✓	
Able to adapt to both varying tasks and those of a routine nature.	✓	
Able to absorb information readily and speedily.	✓	

Good personal organisation and ability to work on own initiative or under pressure	✓.	
Able to plan and prioritise own workload	✓.	
Willingness to learn, acquire and apply new skills and knowledge	✓.	
Qualities		
High expectations and a commitment to raising standards of attainment.	✓.	
Commitment to equal opportunities and equal value for students and colleagues.	✓.	
Resilient, cheerful and positive.	✓.	
Sense of humour.	✓.	
Able to embrace change and help others to manage the change process.	✓.	
Good organisational and personal management skills i.e. Time management	✓.	
Able to work effectively as part of a team or range of teams at all levels.	✓.	
Strong commitment to Whole School Child Protection and Safeguarding procedures.		
Equal Opportunities		
Commitment to and understanding of equal opportunities	✓.	
CPD		
Evidence of commitment to own professional development	✓.	