****

**St Edmund’s Catholic Primary Primary School**

**JOB DESCRIPTION: Welfare Assistant/Parent Support Advisor**

**GRADE: SCALE 4**

**RESPONSIBLE TO: Responsible to the Headteacher and School Business Manager**

**Purpose of job**

* To provide an effective welfare service to the children and staff
* To provide support for the needs of families by working alongside them in a variety of contexts such as drop in sessions, coffee mornings
* To provide administrative support to the administration team

**Responsibilities**

* The care and welfare of children and staff including first aid, maintaining and sharing care plans and accurate record keeping
* Maintaining confidentiality at all times
* Provide emotional support and feedback to parents
* Take responsibility for adult learning events
* Supporting the induction of new families joining the school during term time
* The provision of administrative support to the school

**Welfare Duties**

* Support pupils with medical needs such as, diabetes, asthma, epilepsy etc…
* Tending to sick children (cleaning up, changing/cleaning clothes, and notifying parents).
* Ensure the welfare room is organised, tidy, well stocked and hygienic at all times.
* Liaise with parents if child is unwell - including telephoning/notifying parents; accompanying to hospital when necessary.
* Complete LA accident form when necessary and inform Headteacher.
* Follow school procedures for any head injury and alert parents on possibility of concussion; same procedure for other serious accidents.
* Inform Health & Safety Department of injuries to children as necessary.
* Maintain and keep a record of accidents, illnesses and administering of medication.
* Ensure medicines are in date and stored securely and permission forms are completed.

.

* Ensure that children who suffer from food allergies have the appropriate medication in school and to keep the school kitchen informed
* Ensure that all Health Care Plans are completed for children that require them and update them as necessary. Organise meetings with the School Nurse, parents and other members of staff to ensure that the health care plan is completed. Distribute copies of Health Care Plans to members of staff as required. Keep staff informed of any changes to Health Care Plans.
* Prepare first aid kits and any medication for school trips.
* If required, accompanying classes and teachers on educational visits and school journeys: responsible for first aid/welfare.
* To assist in the safe evacuation of anyone present in the school in the case of an emergency e.g. fire and participate in accordance with school regulations, with the termly fire evacuations and Lockdown procedures
* Notify any safeguarding concerns immediately to Headteacher, or designated teachers within the school, any unusual marks, bruising, etc. which may be considered a ‘non-accidental injury’ in line with agreed procedures.
* Organise dates and venue for various medical checks
* To undertake any appropriate training for development as requested by the Headteacher.
* Dispose of daily clinical waste in bin provided and make provision for removal of full bin when required
* Administer inhalers and Prescribed Drugs-as covered by the School’s Policy

**Parent Support Adviser**

* To take responsibility for running the Felix project
* To work alongside parents/carers who are experiencing difficulties
* To identify and address the needs of pupils and families who need help to overcome barriers to learning
* To support parents to become more resilient and independent in accessing support and participating in school and community life
* To liase with outside agencies/coffee mornings
* To take responsibility for organising adult learning events
* To organise and distribute hampers and food parcels

**Administrative Duties**

* Photocopy and distribute information to staff
* Miscellaneous duties such as: helping to keep the school tidy, dealing with lost property.
* Seasonal assistance with production of plays, religious festivals, fund-raising events in school time, school photographs etc.
* Laminate resources for SLT
* Regularly update the parents’ noticeboard and display boards both in and outside the school
* Order and check-in general stock/consumables
* Cover office as instructed by School Business Manager
* Manage the stationery cupboard and ensure there are always an adequate supply of required materials for all staff e.g. exercise books, pencils, glue sticks etc.
* To undertake any other duties as directed by Headteacher/Senior Leadership Team/School Business Manager

*Safeguarding*

*All school in Enfield are committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees working at this school are expected to share this commitment.*

*Health and Safety*

*To ensure that the duties of the post are undertaken with due regard to the school and council’s Health and Safety policies and to their personal responsibilities under the provisions of the Health and Safety at Work 1974 and all other relevant subordinate legislation.*

*Equal Opportunities*

*At St Edmund’s Catholic Primary School we believe in equal opportunities. All staff are expected to familiarise themselves with our Equality Policy. Racial incidents are recorded, monitored and dealt with in line with agreed procedures. No form of discrimination will be tolerated against children or members of staff.*