

JOB DESCRIPTION

JOB TITLE	Student Welfare Assistant
EMPLOYER	University of Brighton Academies Trust
LOCATION (Academy)	St Leonards Academy
RESPONSIBLE TO	Academy Communications Manager
SALARY AND HOURS	Single Status Grade 4 37 hours per week / Term Time plus 5 days
MAIN PURPOSE OF THE JOB	<ul style="list-style-type: none"> • Student welfare and first aid • Maintenance of medical and free school meals records • General clerical duties and administrative tasks

MAIN TASKS / KEY RESPONSIBILITIES	
1	<p>To provide First Aid cover for all incidents, including:</p> <ul style="list-style-type: none"> • Contact parents when necessary • Arrange transport (calling an ambulance) to casualty or home • Maintain medical records (computerised and paper documentation) • Complete accident / incident / violence at work and Health & Safety records on line FROG • Order, purchase and regularly check medical supplies for First Aid boxes • Store and issue medications
2	<p>To cover Student Reception and telephone</p> <ul style="list-style-type: none"> • Monitor signing out • Respond to students' and parents' queries and needs • Be on initial BTA contact and process requests • Deal with lost property, run stationery shop, collection point for reply slips etc • To distribute Vivo rewards to students • Oversee Academy cloakroom
3	To administer all free school meals
4	To administer Parent Pay as required
5	To assist in maintenance of student records, including SIMS
6	To assist with the arrangements for vaccinations
7	To accept payment for school trips, iPads etc, record and issue receipts

8	To be responsible for all aspects of the administration of Vivos
9	To provide cover for the roles of Reception, Reprographics and Administration Assistant when required.
10	To carry out all activities in line with the academy's policies for Health and Safety, and Equal Opportunities
11	To participate in professional development activities and performance management activities as required
12	To undertake other reasonable duties as directed by your line manager
<p>This Job Description is correct at the time of print and gives the main responsibilities and tasks of the role. These may however be changed or added to as appropriate.</p> <p>There may also be the need for staff to undertake additional duties from time to time, appropriate to the level of the post. Should these additional tasks become a frequent part of the role, the job description will be revised through consultation with the post holder.</p>	
Date: May 2019	
Additional Information	
<ul style="list-style-type: none"> • All Support Staff posts within the Academy are subject to a one year probationary period • This post is subject to an Enhanced Criminal Record Check • This post is exempt from the Rehabilitation of Offenders Act (1974) – applicants must be prepared to disclose all criminal convictions and cautions including those that would otherwise be spent under the Act. 	
<p>The University of Brighton Academies Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.</p>	

PERSON SPECIFICATION

Knowledge and Experience	Essential	Desirable	Method of Assessment
A basic understanding of a school environment		√	I
Experience of undertaking a range of clerical duties	√		A/I
Experience of, or willingness to learn, a range of computer applications	√		A/I
Knowledge of Word, Excel and Outlook, or similar software		√	A/I

Key Skills and Abilities	Essential	Desirable	Method of Assessment
Ability to work in an organised and methodical Manner	✓		A/I
Ability to maintain efficient record keeping systems	✓		A/I
Ability to produce accurate and up-to-date records and reports as required		✓	A/I
Ability to convey straightforward information, orally and in writing, to colleagues, students, parents etc		✓	A/I
Ability to take personal responsibility for organising day to day targets		✓	A/I
Ability to demonstrate basic keyboard skills for accurate computer input and retrieval	✓		A/I
Ability to work effectively as part of a team	✓		A/I
Ability to work in a discreet and sensitive manner	✓		A/I
Personal Attributes	Essential	Desirable	Method of Assessment
Ability to demonstrate commitment to Equal Opportunities	✓		I
Willingness to participate in further training and development opportunities offered by the Academy, to further knowledge	✓		I