

## **WELFARE ASSISTANT JOB DESCRIPTION**

**Post Title:** Welfare Assistant (Part-Time)  
**Grade G2**

**Purpose:** To assist the Safeguarding Co-ordinator in providing for the welfare and pastoral care of all children.

**Main Duties:** Under the direction of the Safeguarding Co-ordinator and Associate Headteachers

### **Medical**

- To administer First Aid for pupils and staff
- To be responsible for maintaining First Aid resources
- To care for pupils who are unwell and liaise with the parents of these pupils
- To administer medication to pupils, as prescribed by the appropriate G.P
- To keep records of pupils needing medication and of medication given
- To prepare medical packs for school trips
- Make provision for children's health needs in schools

### **General support for the School**

- Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection – reporting all concerns to an appropriate person

*The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment*