

**JOB TITLE:** Welfare and Skills Assistant

**ACCOUNTABLE TO:** Head of Welfare and Skills

**JOB PURPOSE:** To contribute to the provision of information, advice and support for individual students and student activities and to support the processes related to the work of the Welfare and Skills team. To act as the primary on-duty first aid contact during term time.

**KEY RESPONSIBILITIES**

- To provide administrative support for the welfare & skills team including the production of information for staff on the specific needs of individual students and to ensure this information is distributed in a timely way
- To act as the primary on-duty first aid contact
- To administer medication for which you have been trained in
- To maintain accurate records of support provided by the Welfare and Skills team
- To schedule appointments with students and allocate rooms for activities and meetings that relate to the work of the Welfare and Skills team
- To produce and update staff information sheets, student records and data reports
- To assist with the organisation of in-College training relating to students with identified support needs
- To assist with the collation of evidence for Exams Access Arrangements
- To deputise in the absence of the Safeguarding assistant
- To work with the Safeguarding assistant to distribute up to date Safeguarding information including the team posters
- To take minutes of meetings as requested by the Head or Deputy Head of Welfare & Skills or the Student Wellbeing Manager

- To maintain the Welfare & Skills display boards keeping the information relevant and up to date
- To monitor and respond to emails in the generic Welfare & Skills email inbox
- To liaise with agencies to organise external provision for students
- To order and distribute materials and resources required by the Welfare and Skills team including sanitary products and time-out cards
- To provide a welcoming response to enquiries from students
- To liaise with College staff as required in relation to responsibilities with this post
- To provide administrative assistance as required for members of the Welfare and Skills team

## **GENERAL RESPONSIBILITIES**

- To ensure the adherence to the College's policies and procedures with regard to the safeguarding of, and promotion of, the welfare of students
- To ensure the application of the College's Single Equality Scheme including valuing diversity and promoting equality
- To implement the College's Health & Safety policy and procedures within the post holders own area of responsibility
- To support, promote and operate in line with the College mission and values
- Commitment to the continuous improvement of services offered by the College
- Any other reasonable duties commensurate with the role as required

## **NOTES**

- The above job description outlines the key responsibilities. It is not exhaustive and the tasks associated with the key responsibilities can be expected to change over time
- The post holder will be expected to undertake such other duties, within the general scope of the post, as may be required from time to time by the Principal (subject to the terms of the postholder's contract of employment)
- The nature of the work involved in this role will on occasions require some flexibility over hours of work to facilitate meetings and other interactions with parents/carers.

<b>Attribute</b>	<b>Criteria</b>	<b>Method of Assessment</b>
<b>Education &amp; Qualifications</b>		
A good standard of general education including English and Maths at GCSE Grade 4 or above	Essential	App Form/Certs
Willingness to undertake full First Aid at Work qualification and any other specific training as necessary, in relation to individual staff and student medical needs	Essential	App Form/Certs
IT qualifications (for example RSA Stage 11 Word processing, ECDL or CLAIT)	Desirable	App Form/Certs
First Aid at Work qualification	Desirable	App Form/Certs
<b>Experience, Knowledge &amp; Abilities</b>		
Experience of working in an administrative capacity	Essential	App Form
Experience of customer service and liaising with a variety of people and organisations	Essential	App Form
Experience of working in a college or school context	Desirable	App Form
Confident and competent in the use of IT in a working environment	Essential	App Form/Test
Ability to respond and communicate with others showing sensitivity, clarity and focus	Essential	Int
Ability to plan and prioritise work effectively and meet deadlines	Essential	Int
Good written and oral communication skills	Essential	App Form/Int
Ability to work independently and use initiative to solve problems	Essential	App Form/Int
<b>Interpersonal Skills &amp; Qualities</b>		
Flexibility and resilience	Essential	Int
Open and approachable manner	Essential	Int
Calmness under pressure	Essential	Int