

# The Role

Title:	<b>Welfare and Administration Officer</b>
Contract:	<b>12 Month Maternity Contract</b>
Hours:	<b>Monday, Tuesday and Wednesday 8.00am to 4.00pm (Term time only)</b>
Grade:	<b>7</b>
Annual Salary:	<b>£16,759 - £19,007 (FTE - £32,061 - £36,362) + First Aid payment £9 per month</b>
Start Date:	<b>As Soon As Possible</b>
Closing Date:	<b>Wednesday 11<sup>th</sup> February 2026 at Midday</b>
Interview Date:	<b>Tuesday 24<sup>th</sup> February 2026</b>

If you are seeking an authentic experience in a progressive and award-winning school, then **consider this your personal invitation to USH**. We are a heavily oversubscribed community school which proudly and successfully delivers values-led education. We are known for our excellent career progression routes and we attract professionals who are willing to contribute to our sustained success whilst embracing our family ethos. Ofsted (Oct 2019) said 'Both staff and pupils are proud of the inclusive nature of the school.'

An exciting opportunity has arisen for an experienced first aider or Nurse to be able to provide a high standard of health care and welfare support for our students (aged 11-16) and staff on a temporary 12-month contract. The role balances leading on all aspects of student welfare, along with supporting the whole school in undertaking a range of administrative tasks (creating and distributing letters, bulk photocopying and setting up displays).

Excellent communication skills are vital as a large part of the role involves liaison with parents, students, staff and some outside agencies. Confidentiality, patience, a sense of humour and the ability to use your own initiative are key attributes to make you successful in this role.

About the role: we are looking for someone who has experience of:

- Taking responsibility for the day-to-day welfare needs of students supporting their physical and mental well-being
- Undertaking the role of principal first aider (preferably in a school environment)
- Administering medicines, following care plans and producing student-based risk assessments
- The efficient daily recording and monitoring of students accessing first aid support and keeping appropriate databases up to date
- Checking, ordering and storing supplies when received, adhering to health and safety
- General first aid administration tasks
- Implementing health & safety policies and procedures
- Performing successfully in a fast-paced administrative role

About you: we are looking for someone who:

- Holds a valid First Aid at Work qualification and can calmly and confidently administer first aid
- Can demonstrate the qualities of patience, firmness and sensitivity when engaging with adults and students
- Displays energy and enthusiasm and has a "can do" approach to their work
- Has excellent interpersonal skills and is able to communicate effectively with students, staff and parents
- Is a confident administrator who can efficiently and accurately carry out a range of admin-based tasks
- Has medical training (desired not essential)

## What we can offer you;



**CPD 01**

Excellent CPD opportunities to support you through all stages of your career.




**06**

Vivup provides benefits and discounts for cinema trips, leisure activities, days out, travel bookings, high street vouchers and more.



**INDUCTION** 

An individual induction programme for all new staff to support your transition to USH.

**02**



**EYE TESTS** 

Free eye tests up to the value of £25 for users of VDU equipment and contribution up to the value of £60 towards the purchase of glasses.

**07**



**NETWORK**

We have strong network groups for all staff across the city and Hampshire to support all roles.

**03**




**WELLBEING**

Free confidential telephone and face to face counselling for staff and family members. Access to the Trust Health and Wellbeing pages.

**08**



**FLU JABS** 

FREE Flu vaccinations for all staff on site.

**04**



**FLEXIBLE TIME** 

All teachers are able to manage their PPA time flexibly and work off-site if they choose.

**09**



**APPOINTMENTS**

Flexible and generous approach to appointments and family events.

**05**




**WELLBEING GROUP**

A dedicated staff group looking at workload and wellbeing, meets regularly to review workload and develop the USH Wellbeing Charter.

**10**



The successful applicant will be welcomed and supported in our friendly environment where we have a passion for learning.

## APPLICATION PROCEDURE

We positively encourage prospective candidates to enquire about our school prior to applying. Please contact our recruitment team via email: [recruitment@ushschool.org](mailto:recruitment@ushschool.org)

Full details and application forms can be downloaded from our website: [http://uppershirleyhigh.org/staff\\_vacancies](http://uppershirleyhigh.org/staff_vacancies)  
Please return your completed applications to [recruitment@ushschool.org](mailto:recruitment@ushschool.org).

To give your application the best chance at being short-listed, where at interview you can demonstrate suitability for the role, please ensure you read the person specification and job description and give examples in your application. Should you be new to the education sector or do not have direct examples related to the person specification, do please provide examples from a similar experience.

## SAFEGUARDING

All schools within the Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

## THE JEFFERYS EDUCATION PARTNERSHIP

The Jefferys Education Partnership is part of an umbrella Trust called the Hamwic Education Trust. At the Hamwic Education Trust we offer unique opportunities for those individuals that excel in education.

We aim to deliver an outstanding education to our pupils and to do so we must employ **outstanding** people.

We offer a training pathway for all employees including teachers, support staff and our middle and senior leaders.

Our staff have opportunities to work on cross phase projects and to work in other schools within the Trust in order to gain invaluable experience and enhance their skills.

# Job Description

Title:	<b>Welfare and Administration Officer</b>
Hours:	<b>3 days per week – term time only</b>
Grade:	<b>7</b>
Responsible to:	<b>Office Manager</b>

## **Key accountabilities (Welfare Officer – First Aid)**

- To supervise and care for students who are unwell during the school day and to ensure that they receive appropriate medical treatment;
- To inform parents/carers if it is necessary for a student to go home;
- To act as our principal first aider, providing initial first aid for incidents and injuries and ensuring that emergency medical care is called for if required;
- To be the main point of contact for all USH first aiders, cascading regular information so that the team offer a consistent level of care and are aware of current practices.
- To liaise with the community school nurse: writing referrals, organising whole school training;
- To administer prescribed medicines to students as and when required, in accordance with school procedures, and to train other staff in the use of emergency treatment (i.e. epipen);
- To ensure the safe storage of first aid equipment and medical supplies and to maintain stock at appropriate levels;
- To liaise with other staff as appropriate in respect of students who have medical conditions that may require additional or specialist support or which constitute Special Educational Needs;
- To build good constructive relationships with students and parents and ensure that any medical or personal information is kept up to date, accurate and confidential as appropriate;
- To liaise with parents and students to write and circulate student risk assessments in relation to medical and mobility issues;
- To liaise with parents and students, to produce student health care plans for those students with life threatening medical conditions;
- As part of the Administration team, to undertake other administrative duties as required, particularly in support of the Health and Safety function.

## **Key accountabilities (Welfare Officer – Mental Health)**

- Keep up to date with current thinking in regards to students mental health in schools, undertaking any new or relevant training;
- Encourage students to discuss issues of concern and actively listen without bias;
- Support students to make decisions and choices regarding possible ways forward;
- To work closely with our Designated Safeguarding Lead, escalating critical concerns and seeking advice and guidance when unsure of what direction of support to offer students;
- To use triage skills to identify important or urgent issues and ensure that they are escalated appropriately to the relevant person within school;
- Efficiently assess the student's need, to enable appropriate onward referrals and make recommendations for ongoing internal support;
- Signpost and refer students to multi agency support;
- Maintain accurate safeguarding and CPOMs records and share relevant information across the safeguarding team;
- Participate in relevant USH safeguarding and multi-agency meetings to share and discuss student information following a triage or ongoing support;
- Contribute to the whole school mental health strategy through staff training and influencing the content of our regular staff safeguarding updates;
- Work with our Personal Development Lead to update and develop the content of specific mental health teaching modules;
- Raise student awareness on sources of mental health support within USH and beyond.

**Key accountabilities (H&S)**

- Responsible for accurately maintaining the school Risk Register (record of all school risk assessments);
- Liaise with Managers and Middle Leaders to ensure periodic review and updating of department risk assessments;
- Give advice to Managers and Middle Leaders on the content of their department risk assessments;
- Lead on maintaining the USH H&S calendar to ensure key H&S documents, policies and risk assessments are reviewed/updated and uploaded onto the Hamwic Intranet.

**Key accountabilities (Admin Officer)**

- Support the DSL with administrative tasks relating to sensitive safeguarding and child protection cases;
- To support transition through the preparation, production and collation of new starter packs; Being responsible for the record keeping and filing of student records;
- To administer, organise and maintain some aspects of the SIMS database and associated students records;
- Providing a bulk photocopying service to the whole school (letters/booklets/exam papers);
- Dealing with routine enquiries from parents, the Trust, LA and other agencies/organisations;
- Word processing mail merging of school letters and other documents and organising their distribution (post and email);
- To provide an administrative support service to the Leadership Team, often dealing with items of a sensitive and confidential nature;
- To contribute to the organisation and smooth running of school events, which may include Parents Evening, Open Morning and Award/Presentation evenings;
- To contribute to the production of school documents such as the school prospectus, newsletters and other event materials;
- To carry out any other administrative procedures, within the responsibility level of the post, as directed by the Head Teacher;
- To carry out lunchtime and break time duties as directed.

**Supporting the school:**

At an appropriate level, according to the job role, grade and training received, all employees in the school are expected to:

- Support the aims, values, mission and ethos of the school and participate in a team approach to all aspects of school life.
- Attend and contribute to staff meetings and INSET days as required, and identify areas of personal practice and experience to develop.
- Take appropriate responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/child/teacher/school and keep confidences appropriately.
- Be aware of health and safety issues and act in accordance with the school's Health and Safety Policy.

**Other Duties:**

The postholder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar, and he/she has appropriate qualifications or receives appropriate training to carry out these duties.

The postholder must:

- Ensure that Trust policies and procedures are implemented and followed.
- Work as appropriate with the Trust Central Services team in matters relating to finance, HR, IT and Health and Safety.



# Person Specification

Title: **Welfare & Admin Officer**  
Grade: **7**

Skills/ ability/ experience	To do what?	How well? Now or with training?	How important at the time of appointment?
<b>Knowledge &amp; Understanding:</b>			
A good understanding of business administration and several years' practical experience of administrative processes	To effectively undertake a range of administrative tasks	Now	5
Approved First Aider Qualification and knowledge of First Aid procedures	To provide first assessment and contact point for pupils requiring First Aid, and to maintain records of treatment and First Aid supplies	Now	5
Mental Health First Aider and/or other relevant mental health training	To ensure suitable support and care is given to students, including giving appropriate advice and signposting sources of help	Now	5
Practical experience of administrative processes	To effectively undertake administrative tasks (ordering, record keeping, correspondence, handling face to face and telephone enquiries, First Aid records, supplies and ordering of First Aid resources, pupil welfare)	Now	5
A basic understanding of Health and Safety Regulations.	Working with parents and students to write risk assessments following injury and/or medical treatment  Working with Subject Leads to ensure their department risk assessments are fully completed across the school  Ensuring the school has an accurate record of their risk assessments	Now	5
Good level of general education to at least NVQ level 2, with a GCSE Grade C (or equivalent) in English and Maths	To provide a theoretical framework for the role	Now	5

### Mental Skills:

Ability to use own judgement	To assess pupils' welfare needs and provide suitable care and treatment	Now, although training will be given	4
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### Interpersonal & Communication Skills:

Ability to communicate information and ideas effectively to a range of audiences, through good written and oral communication skills	<p>To communicate effectively with children</p> <p>To develop and maintain effective working relationships with colleagues, pupils and "partners" of the school (Parents, Governors, Visitors etc.)</p> <p>To inform parents/carers where necessary for pupils to go home</p> <p>An ability to establish good relationships with students</p>	Now	4
Ability to work well as a member of a team	To support colleagues and maintain effective working relationships	Now	5

### Physical Skills:

Some requirement for precision (using epipens etc.)	To be able to offer first aid in a difficult and/or awkward position, possibly supporting a student on the floor if they have collapsed or fainted. This could be for an extended period of time.	Now	5
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### Initiative & Independence:

Ability to work on own initiative and to organise/prioritise own workload	To work alone and take sole responsibility for welfare of pupils who are ill during the school day	Now	4
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### Physical Demands:

Occasional			
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### Mental Demands:

Ability to deal with interruptions and unexpected peaks in workload	To cope with situations where several children require immediate attention at the same time	Now	4
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### Emotional Demands:

Ability to remain calm in all situations	To comfort, reassure and provide appropriate care and treatment to pupils who are ill and may be distressed	Now	5
	Able to engage and communicate with parents in a sensitive way when discussing the mental health of their child		
	To be able to communicate effectively with parents demonstrating good listening skills and empathy		

### Responsibility For People:

Understanding of key safeguarding issues and procedures	To ensure correct reporting and monitoring of any safeguarding issues arising across the school	Awareness of the sensitivity of these issues now. Training in school procedures given	5
	To maintain appropriate levels of confidentiality and data security in respect of personal / pupil / colleague information		
Experience in working with/caring for children of a relevant age	To provide welfare support to pupils	Desirable	3

### Responsibility For Supervision:

Training/supervisory experience	To train other staff in the correct use of required medical treatment (e.g. Epipens)	Desirable; not essential	4
	Able to lead a team of first aiders ensuring they are up to date with relevant school information and local procedures		

### Responsibility For Physical Resources:

	Responsible for ensuring the safe storage of first aid equipment and medical supplies and for maintaining stock at appropriate levels		
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