Job Description

Resources/Office/Welfare Assistant

Purpose of the Post

To enhance the school’s vision which aims to nurture each pupil on their own journey of self-discovery and is based upon the three key pillars of Educational Excellence, Character Development and Spiritual Insight.

Resource Duties

- Monitor and order curriculum resources and stationery as specified for staff and negotiate prices from varying suppliers.
- To check stock on delivery and store appropriately.
- To undertake photocopying duties.
- To collate and distribute newsletters, policy documents, work sheets etc as necessary.
- To organise the school photographer and related arrangements.
- To laminate, mount materials, make books etc as required and assist with displays around the school.
- To maintain the school furniture and IT equipment inventory/register.
- To maintain library of up-to-date catalogues.

Welfare Duties

- To perform first aid and welfare duties.
- To supervise the medical room and its occupants.
- To administer first aid, contact parents and accompany children to hospital as required.
- To organise medical, dental inspections, inoculations and any other health related visits.
- Maintain medical records and ensure the staff are aware of relevant information relating to pupils.
- Complete and process accident forms as required.
- Support and comfort both pupils and staff, who may be distressed at school eg. following bereavement.
- To keep check of and order first aid materials through school office.
• To accompany educational visits/journeys when necessary.

In Assisting the Receptionist Duties (when required)

• Monitor the entry of all visitors to the school at the main entrance.
• Greet all visitors in a warm and welcoming manner and deal with enquiries as appropriate or refer queries to the relevant person.
• Deal in a helpful and informative manner with enquiries.
• Ensure an appropriate form of identification is given to all visitors who are spending time in the school.
• Ensure a register is kept of children arriving/leaving whilst the school is in session.
• Receive changes of address or telephone numbers from parents and pupils and pass to the appropriate personnel.
• Sell school uniform, account for monies and re-order stock.

General Office Administration and Finance

• To undertake any additional duties as required by the Finance Director.
Person Specification

Resources/Office/Welfare Assistant

Job Related Knowledge, Experience and Skills

• Ability to communicate with adults and children.
• Ability to maintain records.
• Candidates should have experience of working with children in a school environment (voluntary experience is acceptable).
• A good knowledge of office equipment, ie a photocopier.
• A warm and welcoming manner.
• Advanced knowledge of IT skills.

Education

• It is essential for candidates to hold a current First Aid Certificate, ‘Approved for the Purposes of the Health and Safety regulations 1981’.

Personal Qualities

• Ability to work independently or as part of a team.
• Ability to relate positively to children and adults.
• To maintain confidentiality at all times.
• To communicate with a wide range of people.
• The ability to make visitors feel welcome and valued.
• The ability to give advice/instruction in a helpful, professional manner.
• To show care and compassion for those who are distressed or hurt.
• The ability to develop a sense of loyalty and pride in the school.
• A desire to be helpful and caring, positive and informative.
• Ability to use initiative.
• To be flexible, adaptable and have a sense of humour.
• To have enthusiasm and patience.

Equal Opportunities

Candidates should be able to demonstrate and promote equality of opportunity in dealing with children and adults in a school environment.