



# Job Description

## Student Welfare Manager

<b>CONTRACT:</b>	Permanent Full time: 37 hours per week / TERM TIME ONLY
<b>SALARY SCALE:</b>	Band D (pts 9 to 17) *pro rata for term time only (approx. £23,265 - £26,475 pre-tax) Starting Point: 9
<b>START DATE:</b>	1 <sup>st</sup> September 2026 depending on clearances

### Duties and responsibilities

#### Management of Health Issues:

1. To give First Aid to students and staff who are sick or injured during the school day.
2. To update the Accident book Incident Forms, to carry out initial investigations and provide accident statistics.
3. To provide a counselling and mentoring service, by liaising with SSMs and external agencies for vulnerable young people at risk of exclusion or with specific social/emotional problems as required
4. To liaise with relevant Year Leaders and SSMs regarding the health of the students and prepare, disseminate, and review care plans to all staff
5. To liaise with outside agencies to improve student health and wellbeing.
6. To liaise with parents/carers on any issues relating to students' health and wellbeing.
7. To keep accurate written records as evidence of support provided.
8. To maintain and update student medical records.
9. To control budget expenditure and First Aid stocks, including First Aid boxes and to submit a budget request plan annually.
10. To administer medication to pupils where parental consent has been given and maintaining a record of parental consent.
11. To monitor pupils with particular medical conditions such as epilepsy, diabetes (including blood sugar testing and injections on a daily basis), allergies including medical related risk assessments



12. To form part of the Emergency Evacuation team in supporting the safe and effective evacuation of High-Risk Students and to provide and record Emergency Evacuation Chair training.
13. To lead on the organisation of school health immunisation packages.
14. To attend any necessary training that is required for you to carry out the duties detailed in this job description and to meet the requirements of the person Specification.
15. To carry out other duties that are required from time to time that are commensurate and remunerate with this post.

### **Safeguarding**

1. To complete Early help assessments and attend Early Help and Child in Need meetings where appropriate
2. To liaise with the SENCo and attend EHCP reviews where appropriate
3. To update and keep accurate records of all vulnerable students

### **Curriculum Support:**

1. To assist in the delivery of Health-related aspects of the SHAPE Personal development programme.
2. To lead on the training of CPR
3. To support with training and delivery of the sex education programme.
4. To take a lead on the Healthy Schools agenda.

### **Other duties:**

1. To provide a uniform loan service for students without correct uniform.
2. To manage lost property.
3. To assist in the tracking of student participation in extra-curricular activities.
4. Other administrative tasks as required.

### **OTHER:**

- The post holder must at all times carry out his/her responsibilities with due regard to the Academy's policy, organisation and arrangements for KCSIE 2026 or any update, Health and Safety at Work.



- It is your responsibility to carry out your duties in line with the Academy's policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. You should act as an exemplar on these issues and should identify and monitor training for yourself and any employees for whom you are responsible, in line with this policy and the Equality Act 2010.
- The post holder must attend any necessary training.
- Any other duty that may be appropriate to achieve the objectives of the post commensurate with the post holder's salary grade, abilities, and aptitudes.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(School Welfare Manager)

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Headteacher)