



## Job Description

### Medical Welfare and Admissions Officer

The primary function of this post is to control, monitor and administer first line medical assistance to both students and staff at the Academy. The post holder will have a suitable first aid qualification and will possess excellent communication and organisational skills. When not undertaking welfare tasks, the role will also include undertaking aspects of the admission arrangements for students to the Academy, both for entry into Year 7 and in-year admissions when vacancies arise.

### Key Responsibilities

- To take appropriate care of, offer advice to and (where appropriate) supervise students and staff who are unwell, within the boundaries of the role.
- To identify, implement and evaluate individual health care plans for students with medical conditions.
- To liaise with parents/guardians over welfare issues affecting their son/daughter, this may incorporate an element of counselling.
- To prioritise health problems and complex, urgent or emergency situations requiring medical care including attending hospital with students if required.
- To liaise with the School Nurse over vaccinations and other student medical issues including ensuring the appropriate scheduling arrangements are fully communicated.
- To control storage and administration of medication required to be taken during Academy hours and to maintain sufficient first aid materials both within the welfare office and throughout the Academy.
- Liaise closely with the Academy's Designated Safeguarding Lead, Heads of Year and members of the Leadership Group over welfare issues, including counselling needs of individual students and for those with Education Health Care Plans (EHCPs).
- Coordinate the role of other staff providing first aid support in the absence of the Academy Welfare Officer, ensuring their training is up to date.
- Ensure full medical information is received for students transitioning from primary education and from external providers at sixth form level as well as for any in-year additions to any year group and ensuring that key staff are aware of any particular medical needs for certain students.
- To maintain an Accident Book and appropriate records and provide the Principal with statistical information for Executive Board purposes.

- To take responsibility for the efficient administration of school admissions from Years 7 to 11, including updating the student database with particular reference to the input of medical information.
- To be the point of contact between parents and the Academy concerning all aspects of the Admissions process.
- Collect all necessary documentation relating to new joiners, make copies and file in central student record files.
- Oversee appeals against non-admission.
- Report up-to-date student numbers to the Leadership Group every week.
- To liaise with Wandsworth School Admissions Department and to exchange information in a timely fashion.
- To help promote the school to prospective applicants, working with the Principal's PA and Communications officer, the Head of Year 7 and the Leadership Group to update the Academy's prospectus and advertising of all admissions literature.
- To organise and attend open mornings and evenings to provide admissions information.
- To undertake other relevant tasks to support the office staff and overall administration of the school where time permits
- Perform any other reasonable duties as may from time to time arise at the request of your Line Manager, the Principal or Vice-Principal.