

## Job Description

**Post:** Welfare and Attendance Lead

Scale 4 point £30,288.00 - £31,611.00

36 hours per week 40 weeks per year term time only

**Responsible to:** School Business Manager

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## Main Objectives

- To be responsible for the welfare of pupils, ensuring their health and medical well-being is supported.
  - To provide effective administrative support for the school environment and contribute to the efficient delivery of school services.
  - To monitor and manage pupil attendance and absence records.
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## Main Duties and Responsibilities

### Welfare

- Provide first aid and care for minor injuries to pupils, and adults.
- Maintain first aid supplies and ensure they are stocked in accordance with regulations.
- Safely store and administer prescribed medication to pupils with written parental consent.
- Notify parents/carers of sick or injured pupils and arrange for them to be taken home or to a hospital if needed.
- Consoling pupils who are upset, resolving problems when possible, or referring them to the appropriate staff member.
- Liaise with the school nurse and other relevant health agencies.
- Maintain a database of pupil medical needs and ensure relevant staff, such as class teachers and kitchen staff, are aware of them.
- Manage allergies and dietary registers for pupils, liaising with kitchen, teaching and other relevant members of school community
- Fulfil role of Asthma Lead towards an asthma-friendly school
- Complete and update care plans for pupils who need them.
- Ensure that first aid training for staff is overseen and that the leadership team is informed of statutory changes.
- To ensure First Aid equipment and stock levels are kept up to date and relevant for school usage.

### **Monitoring and reporting of Attendance**

Produce and interpret attendance reports for school leaders, identifying key statistics, reasons for absence and any patterns of concern

Track attendance of vulnerable groups of pupils and share information with school leaders

Identify pupils that need additional support to improve their attendance

Work with school leaders to identify appropriate interventions to improve attendance for particular groups or individual pupils

Lead daily or weekly check-ins to review progress and the impact of support/interventions

Work with school leaders to implement and review the school's attendance policy

Implement children missing education (CME) procedures when appropriate

### **Working with parents/carers for good attendance**

Coordinate meetings with pupils and parents/carers to implement interventions and track progress

Build positive relations with parents/carers to encourage family involvement in their child's attendance

Identify, and where possible, mitigate potential barriers to attendance in partnership with families

Carry out home visits, where necessary, to address attendance concerns for individual pupils

### **Administration and Other Duties**

- Maintain communication links with parents, staff, and the local community.
- Liaise with and assist external agencies, such as the Education Welfare Services, School Nursing Team, where appropriate.
- Assist with the administration of pupil documentation like class lists and timetables.
- Undertake other duties that are reasonable for the role, as directed by the School Business Manager or Headteacher/Senior Leader.
- Maintain an up-to-date knowledge of child protection and safeguarding practices.

### **Professional development**

Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school

Take part in the school's appraisal procedures

## **Safeguarding**

Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies

Be alert to when persistent absence becomes a safeguarding concern and early help may be required

Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary

Promote the safeguarding of all pupils in the school

If you feel you have the relevant skills, experience, drive and motivation to join our team of professionals please download a full recruitment pack from our school website:

<https://welbourne.haringey.sch.uk/about-us/recruitment/>

Closing date for application forms: 3/11/2025 at 12 noon

Interviews will be the week beginning 10/11/2025

*Welbourne Primary is committed to safeguarding and promoting the welfare of all children. All appointments are therefore subject to satisfactory references and enhanced DBS checks being obtained.*

*We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.*

*As a school, we embrace diversity and promote equality of opportunity. We are a Disability Confident Employer and there is a guaranteed interview scheme for candidates with disabilities who meet the essential selection criteria.*

*In line with our safeguarding practices, we are unable to accept CV's.*