



Highams Park School

An independent state funded Academy

Principal - Mr N Armsby BA (Hons), PGCE, MA, NPQH

34 Handsworth Avenue
Highams Park
London E4 9PJ

Phone: 020 8527 4051

Fax: 020 8503 3349

enquiries@highamparkschool.co.uk

www.highamparkschool.co.uk

Post Title	Welfare Officer
Salary / Grade:	Scale 5 Pts 12-16
Responsible to:	Assistant Principal – Head of Student Conduct
Hours:	36 Hours per Week
Weeks:	39 Weeks per Year
General Overview	
<p>The Welfare Officer plays a vital role in supporting the daily wellbeing of students, ensuring they receive the care and assistance needed to thrive both academically and emotionally. This is a hands-on role requiring empathy, discretion, and a proactive approach to student welfare and first aid.</p>	
Key Responsibilities	
<ul style="list-style-type: none">• Promote the welfare and well-being of students by working closely with staff and parents to ensure individual needs are met.• Provide effective First Aid for students and staff as required.• Maintain and manage the Welfare Office, including supplies, equipment, and cleanliness.• Administer and store medication in line with school policy and statutory guidelines.• Maintain accurate and confidential records of student visits, incidents, and medical needs in accordance with GDPR and safeguarding policies• Liaise with the School Nurse and external health services as needed.• Organise and coordinate the school's annual vaccination programmes (e.g., Influenza, DTP, ACWY, HPV) in collaboration with Vaccination UK.• Identify and report any safeguarding concerns to the Designated Safeguarding Lead.• Supervise the Welfare Office and ensure it is a safe, welcoming, and supportive environment for students.	
General Requirements	
<ul style="list-style-type: none">• Enhanced DBS check. Strong commitment to furthering equalities in both service delivery and employment practice• You must promote and safeguard the welfare of children, young and vulnerable people you are responsible for or come into contact with.	
<p>The Job Description is not necessarily a comprehensive definition of the post. The person in the post may also have to carry out other duties as may be necessary from time to time within the context of the job, skills and grade.</p>	
<p>The Job Description will be reviewed regularly and may be subject to amendment from time to time after consultation with the post holder and without changing the level of responsibility of the post.</p>	



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Person Specification

Essential:

- Valid First Aid Certificate (Designated First Aider)
- Strong understanding of confidentiality and safeguarding protocols
- Ability to manage sensitive situations with empathy and professionalism
- Excellent organisational and time management skills
- Ability to work independently and take initiative
- Resilience and the ability to remain calm under pressure
- Positive attitude towards change and adaptability

Desirable:

- Experience working in a school or educational setting
- Working knowledge of Arbor or similar school management systems
- Basic IT Excel skills