



Durrington High School are seeking to appoint an  
**Student Welfare Support &  
Main Office Assistant**



# Welcome to Durrington High School



Do you want to work in a great school with a brilliant team of staff and students? Is your core belief that all children are entitled to an excellent education, as this opens doors for them in the future? If so, read on, because we want to hear from you!

Durrington High School is part of Durrington Multi Academy Trust (DMAT) and is a large and oversubscribed school with 1620+ students on roll in years 7 to 11. We have a strong and driven SLT and place a great deal of emphasis on recruiting and retaining excellent staff. One of only thirty three research schools nationally, this offers all of our staff (not just teachers) unparalleled opportunities for rich professional development. As a school we are committed to ensuring that all students go beyond their best. We are both relentless in our pursuit of excellence and immensely proud of our staff and students.

The candidate we are seeking may be a qualified teacher wanting a change or role or may be an individual with the passion and desire to make a real difference to the lives of young people needing support within our school community.

If successfully appointed you will join a hugely committed and very positive team of staff. You will work as part of this team to help every child succeed taking part in

rich professional development along what way.

Durrington High School has a truly comprehensive intake meaning no two days are ever the same! Every person who joins our team will appreciate the strengths and challenges this brings.

Everything we do do is driven by our core vision: ***“Going beyond our best through kindness, aspiration, perseverance and pride”***

If you:

- have values that align with ours;
- are seeking a new and exciting challenge;
- have the passion, commitment and drive to make a real difference to our students and school;

We want to hear from you now!



**Chris Woodcock**  
*Co-Headteacher*



**Shaun Allison**  
*Co-Headteacher*

# The Role

## Student Welfare and Main Office Assistant

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Through your work as a key member of our Student Welfare and Office team you will contribute to all that we do across the school to enable all children to successfully access their education. Key aspects of the role will include:

- Working effectively within our main office team, carrying out a variety of administrative functions, making and receiving telephone calls and providing a high quality service for the school
- Working alongside our Welfare Officer in order to deliver an outstanding service to students, parents/carers and staff. This will involve working with young people and performing a variety of appropriate first aid treatments and administrative tasks.
- Be able to implement and uphold school rules, policies and ethos; being an excellent role model for students
- Be responsible for safeguarding and prioritising the welfare of children
- Maintain accurate records, collate and share data with relevant parties

You will be joining a very passionate and successful team of staff led by a highly experienced and effective team of leaders who are committed to delivering the very best outcomes for all of our students.

**If you have what it takes and would like to find out more about this exciting role and our future direction of travel please do get in touch to arrange a tour of the school.**

We look forward to receiving your application.

## How to Apply

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Applicants must complete the application form and return it, alongside a supporting statement, demonstrating how they meet the essential criteria in the person specification and explaining how their skills and experience would make them successful in the role (max. 2 pages A4) [ladams@durring.com](mailto:ladams@durring.com) or via post to Laura Adams, Durrington High School, The Boulevard, Worthing, West Sussex, BN13 1JX.

If you have any questions about the role, please email Laura Adams, Executive Assistant, in the first instance – [ladams@durring.com](mailto:ladams@durring.com) We would welcome visits to the school pre-application.

**Closing date for applications is 9am, Monday 27th January, interviews will be held in the week after this.**

# Job description

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## ***Safeguarding Responsibilities***

- Demonstrate a commitment to keeping all children and young people safe
- Promote and safeguard the welfare of children and young people at Durrington High School
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of Trust and school policies in relation to safeguarding

## ***General requirements of the role***

- Be positive maintaining a 'can do' and team-oriented attitude, whilst remaining calm and reassuring
- Ensure that your personal training remains in date and up to date (medical, GDPR, child protection + any other specialist courses relevant to your role)
- Ensure excellent customer service to all stakeholders contacting the school (both in person and via phone)
- Maintain consistently high professional standards of work using your initiative to solve problems
- Maintain confidentiality at all times being calm and confident in interacting with a diverse range of stakeholders
- Promote and safeguard the welfare of children and young people at Durrington High School
- To be aware of, and adhere to, all school policies and procedures; particularly those relating to the giving/management of medication and GDPR.

## ***Requirements/ activities specific to the welfare support element:***

- Ensure medical notes, records, plans, medication etc. are kept up to date at all times.
- Ensure that all school processes in relation to medication (plans, storage, dispensing and recording) are adhered.
- Support in the maintenance of the central medical log; this in relation to medications issued/ given.
- Alongside the Welfare Officer, be accountable for medical reporting including managing medicines, health care plans, referrals to the school nurse, issuing of appropriate medical passes, vaccination letters and any other relevant medical paperwork
- Work with the Welfare Officer to contact feeder schools annually to ascertain medical requirements for incoming students
- Keep parents/carers/staff fully informed, being able to build effective relationships
- To be one of the primary first aid colleagues for the school and carry out first aid to all students, staff and visitors when required
- Ensure the medical room is kept clean and tidy and all supplies are fully stocked, including first aid boxes around the school and those issued in relation to school trips.
- As required, report accidents using the online reporting systems
- Liaise with specialist staff teams (pastoral/CP/company/attendance) as/when the need arises.
- Provide lists of students with IHCPs for trips / fixtures
- Provide support/ advice for relevant policies and procedures
- Ensure on a daily basis that the defibrillator is working
- Issue medical alerts to appropriate members of the school community

### ***Working as part of our Main Office team:***

- liaise closely with staff across the school to ensure the right information, reaches the right people in a timely and concise team
- work closely with other student support teams (e.g. student services manager) and being prepared to deputise as needed to support our legal registration process

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task needing to be undertaken may not be identified. The postholder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description.

This job description may be amended at any time following discussion with the Headteacher(s), and will be reviewed annually.

## Candidate specification

Attributes	Essential	Desirable
Skills and qualities	<ul style="list-style-type: none"><li>● Ability to work under pressure and manage your own time/ incoming information effectively.</li><li>● Demonstrate robustness and emotional resilience in challenging situations.</li><li>● Highly organised, with excellent accuracy and strong attention to detail; able to maintain a high level of confidentiality at all times.</li><li>● Proven willingness and capacity for hard work.</li><li>● An excellent written and verbal communicator.</li><li>● Able to maintain a calm and measured manner at all times and act with tact, diplomacy and sensitivity.</li><li>● Highly motivated, clear thinking and principled.</li><li>● Committed to equality of opportunity.</li></ul>	
Qualifications	<ul style="list-style-type: none"><li>● A good standard of education and IT skills.</li><li>● First Aid trained/knowledge (Training can be provided)</li></ul>	Previous medical experience and/or 3 day first aid qualified already
Experience	<ul style="list-style-type: none"><li>● Confidence in working with a range of young people</li><li>● experience in working in a front facing customer role.</li></ul>	Experience of working in a secondary school.
Training	<ul style="list-style-type: none"><li>● Willing to be responsible for your own professional development and to disseminate best practice to colleagues.</li></ul>	
Specialist knowledge	<ul style="list-style-type: none"><li>● Have a strong interest in caring for young people.</li><li>● Be confident in using MS Word and Excel spreadsheets, Google suite and email.</li></ul>	
Leadership skills	<ul style="list-style-type: none"><li>● Be able to prioritise and ensure no important task is left undone.</li><li>● Be proactive, but know when to refer issues on or seek further guidance or support.</li></ul>	

## Package

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**Responsible to:** Line Manager and Co-Headteachers

**Salary Grade:** National NJC Grade 5 Scale Point 7 – £25,584 FTE, actual salary £22,140

Our staff also have access to a school wellbeing support package including 24/7 GP access and a range of other benefits

**Working pattern:** 9:00am – 5:00pm Monday to Thursday; 9:00am – 4:30pm Friday  
37 hours per week, term time only (inclusive of INSET training days and annual Open Evening)

The day-to-day split of the role will be flexible and depend on the level of need vs workload

## Safeguarding

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Durrington High School is committed to the safeguarding and wellbeing of all our students. It is a core expectation of every member of staff to safeguard the wellbeing of every child and young person within the school. Staff are supported through regular training and are expected to adhere to the school's Safeguarding and Child Protection Policy at all times.

In addition to the statutory pre-employment checks, this appointment will be subject to an enhanced DBS check, a safeguarding background check and interview.

Durrington Multi Academy Trust is an equal opportunity employer and we welcome the unique contributions that everyone can bring to Durrington Multi Academy Trust in terms of education, opinions, culture, ethnicity, race, sex, gender identity and expressions, nation of origin, age, languages spoken, colour, religion, disability, sexual orientation and beliefs.

Durrington Multi Academy Trust  
The Boulevard  
Worthing  
West Sussex  
BN13 1JX  
admin@dmateducation  
dmateducation

