

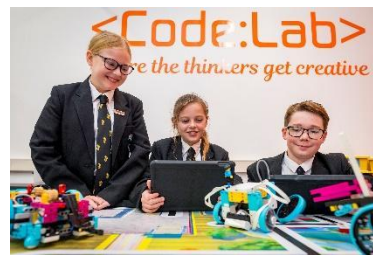


Durrington High School are seeking to appoint
Student Welfare Support & Office Assistant



dmat.education

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 1650 students on roll in years 7 to 11. Within the Durrington Multi Academy Trust, we place high regard on recruiting and retaining excellent staff to ensure all students achieve beyond their best. Durrington High School has a sustained track record of improvement for many years and we always want to continue getting better. We are proud of our school and are always relentless in our efforts to give our students the very best education they deserve.

We are proud to be a Research School which enhances further the opportunities for all who work with us. Being a Research School means that we are fully committed to evidence informed practice. There is excellent on-going support, rich professional development opportunities and many career progression opportunities for all our staff. We are really

proud that the South Downs SCITT (School Centred Initial Teacher Training) is part of our Durrington Multi Academy Trust. This provides an excellent route into teaching.

Everything we do do is driven by our core vision:

“Going beyond our best through kindness, aspiration, perseverance and pride”

If you feel that you can bring something special to our school and Trust, we want to hear from you now!



Chris Woodcock
Co-Headteacher



Shaun Allison
Co-Headteacher

The Role

Student Welfare Support and Main Office Assistant

This blended role supports the excellent work of our existing main office and student welfare teams. The successful candidate will be required to:

- Work 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
- Work 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

Main Duties

Safeguarding Responsibilities

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

Common requirements/activities across both aspects 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 to.
- 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

Package

Responsible to: Line Manager and Co-Headteachers

Salary Grade: DMAT Grade 5 Scale point 7 £22,573 pro rata (actual salary 19,534.33)

Hours: 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.

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	How identified
Skills and qualities	<p>Ability to work under pressure and manage your own time/ incoming information effectively. Demonstrate robustness and emotional resilience in challenging situations..</p> <p>Highly organised, with excellent accuracy and strong attention to detail; able to maintain a high level of confidentiality at all times.</p> <p>Proven willingness and capacity for hard work.</p> <p>An excellent written and verbal communicator.</p> <p>Able to maintain a calm and measured manner at all times and act with tact, diplomacy and sensitivity.</p> <p>Highly motivated, clear thinking and principled.</p> <p>Committed to equality of opportunity.</p>		Evidence will be taken from your application, interview and references
Qualifications	<p>A good standard of education and IT skills.</p> <p>First Aid trained/knowledge (Training can be provided)</p>	<p>Previous medical experience and/or 3 day first aid qualified already</p>	Evidence will be taken from your application, interview and references
Experience	<p>Confidence in working with a range of young people experience in working in a front facing customer role.</p>	<p>Experience of working in a secondary school.</p>	Evidence will be taken from your application & interview
Training	<p>Willing to be responsible for your own professional development and to disseminate best practice to colleagues</p>		Evidence will be taken from your application, interview and references
Specialist knowledge	<p>Have a strong interest in caring for young people.</p> <p>Be confident in using MS Word and Excel spreadsheets, Google suite and email.</p>		Evidence will be taken from your application, interview and references
Leadership skills	<p>Be able to prioritise and ensure no important task is left undone.</p> <p>Be proactive, but know when to refer issues on or seek further guidance.</p>		

Safeguarding

Durrington High School is committed to safeguarding and promoting the welfare of all children and young people. We support all staff and volunteers through regular training and expect everyone working at the school to be proactive and adhere to our 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 and 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.

How to Apply

Applicants must complete the application form and return it, alongside a supporting statement (max. 2 pages A4) to Aggie Gemel via email agemel@durring.com or via post to Aggie Gemel, Durrington High School, The Boulevard, Worthing, West Sussex, BN13 1JX.

If you have any questions about the role, please email Aggie Gemel, Executive Assistant, in the first instance – agemel@durring.com

Closing date for applications is 9am, Monday 5th June 2023.

Durrington Multi Academy Trust
The Boulevard
Worthing
West Sussex
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admin@dmat.education

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