



<b>Post Title</b>	Safeguarding, Pastoral and Welfare Officer
<b>School / Organisation</b>	Avanti Meadows Primary School
<b>Location</b>	Bishop's Stortford
<b>Grade</b>	Grade 3, £25,117 - £26,216 per annum, pro rata <i>Approximately £20,087 - £20,966 – per annum (0.79972 FTE)</i>
<b>Hours</b>	37.5 hours per week
<b>Contract Type</b>	Permanent
<b>Reports to</b>	Head of School
<b>Preferred Start Date</b>	April 2026

### MAIN PURPOSES OF THE JOB

- Under the instruction/guidance of senior staff, provide general administrative and financial support to school
- To be responsible for the welfare, safeguarding and medical needs of children and young people
- To provide administrative services relating to student pastoral care
- To provide first line medical assistance to students and staff, including during educational visits and school trips

### RESPONSIBILITIES OF THE JOB

#### Organisation

- To deal with more complex reception/visitor matters
- Support with school trips and ongoing school events throughout the academic year
- Organise vaccinations and liaise with the School Nurse
- Liaise with Govindas regarding student dietary and allergy requirements
- Design and coordinate print and digital media materials, including school posters and event publicity
- Support the smooth operational needs of the school as directed by the Office Manager/Learning Village Business Support Manager

#### Administration

- Analyse and evaluate data/information and produce reports/information/data as required.
- Undertake daily CPOMS checks and act as safeguarding liaison as required.
- Provide administrative service relating to student pastoral care
- Answering telephone calls in the office and dealing with queries promptly and effectively from visitors, parents and local community.
- Undertake similar administrative duties commensurate with the level of the post as required by the Head of School/Executive Principal.

#### Medical and Pastoral Care Responsibilities

- Provide medical assistance to students and staff
- Maintain first aid supplies
- Manage appropriate storage and administering of prescribed medicines



- Medical Tracker management
- Prepare and update Medical Care Plans
- Maintain staff first aid training log
- Issue medical passes
- Ensure all medical records are up to date and accurate, including monitoring medication expiry dates
- Communicate student medical needs with parents as required

### General Responsibilities

- Comply with and assist in the development of policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To adhere to school health and safety policy including risk assessment and safety systems.
- To adhere to school policies and Trust's Ethos Policy.
- To contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.

PERSON SPECIFICATION			
Criteria		Requirement	
		Essential	Desirable
1.	Experience of developing and maintaining administrative systems and procedures	X	
2.	High level of literacy and numeracy	X	
3.	First Aid qualification or willingness to undertake training	X	
4.	Ability to work to a high degree of accuracy and attention to detail	X	
5.	Ability to plan and manage their own time effectively and work prioritizing tasks in a time efficient manner and keep to deadlines in a very busy environment.	X	
6.	Experience of working in school or similar setting		X
7.	Experience using Microsoft Office		X
8.	Ability to work as part of a team and independently	X	
9.	Commitment to the safeguarding and welfare of children and young people	X	
10.	Confidence liaising with external providers and healthcare professionals	X	



**FURTHER INFORMATION**

Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

For further information - [https://75a4cb34-2c20-4977-9e28-55ad4be10fa9.filesusr.com/ugd/ad13b0\\_a3cb0c0bc6b04501a5d01fa3836bbc6d.pdf](https://75a4cb34-2c20-4977-9e28-55ad4be10fa9.filesusr.com/ugd/ad13b0_a3cb0c0bc6b04501a5d01fa3836bbc6d.pdf)