**South Farm Road, Worthing, West Sussex, BN14 7AR**

Tel: 01903 237864

E-mail: office@worthinghigh.net

Website: www.worthinghigh.net

Headteacher: Pan Panayiotou

*“Always Pursue Excellence”*

**WELFARE ASSISTANT & FIRST AIDER (STUDENT SERVICES) (Fixed Term from September 2021 to July 2022)**

**NJC GRADE 5, points 7-8 - £20,092 - £20,493 (£9,736 - £9,931 pro rata)**

**Term Time Only plus INSET Days, 21 hours per week (3 days) Wednesday - Friday**

**Working hours are 8.30am – 4.00 pm (unpaid 30 mins lunch)**

*Are you interested in working in the Student Services office at our school providing welfare, first aid and reception services for students?*

The role will include:

* Administering first aid
* Preparing Individual Health Care Plans
* Reception duties to students and parents
* Taking telephone calls and messages and dealing with emails
* Assisting staff and students with general enquiries
* Liaising with parents on medical issues
* Stock control of first aid consumables
* Maintenance of medical information on the student database.

The successful applicant will either already have, or be willing to undertake training for, a full 3-day First Aid at Work qualification.

We can offer you:

* A friendly and supportive environment
* The opportunity to work with well-motivated students and supportive parents
* A location on the coast very close to main line railway services and road networks
* Free well-being and medical support cover
* The opportunity to be part of the South Downs Education Trust MAT
* Free use of our brand new fitness suite

If you feel you have the necessary skills for this position and would like further information, an application form and job description can be downloaded from the links provided on the school website at [www.worthinghigh.net/vacancies](https://www.worthinghigh.net/page/?title=Vacancies&pid=84) or from the school by phoning 01903 237864. Further information about the school and details of how to apply can also be obtained from the school website.

Completed applications should be sent to Mr Panayiotou, Headteacher, at the address above or emailed to vacancies@sdetrust.net.

**The initial closing date for applications is 28 June 2021 (may be extended); early applications are advised as we reserve the right to close the vacancy early if suitable applications are received.**

**Interviews will be held from 2 July 2021 (in person covid safe interviews).**

**NOTE FOR RECRUITMENT AGENCIES:** We prefer to hire people directly but we do have a preferred supplier list for when we need a helping hand. We will be in touch if we need you.

Please note, because of the nature of this job, if you are successful in your application you will be subject to an enhanced Disclosure and Barring Service with barred list check. This will be done by means of applying for a DBS certificate through the Disclosure and Barring Service. Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent. Clearance will be obtained before employment commences.

South Downs Education Trust (SDET) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

* *Worthing High School & Clapham and Patching C of E Primary school are part of SDET, which is an academy trust and a charitable company limited by guarantee and registered in England and Wales with company number 8276210. The Registered Office is at: South Farm Road, Worthing, West Sussex BN14 7AR*
* *We recognise continuous service from academy/non-academy schools*