



Testbourne Community School

Welfare Officer

Term Time Only

Support Staff Pay Scale Grade C (£24,405 - £25,430 FTE)
Monday – Friday 32.5 hours per week, Part Time Negotiable

We are looking to appoint an enthusiastic, highly motivated and well organised person to join our committed and highly successful Pastoral & Welfare Team.

The post-holder will provide welfare support for students including maintaining medical records and storage of medicines, risk assessment for students with medical needs, ordering medical supplies, arranging for vaccinations and front-line first aid. Experience of first aid and strong administrative skills are essential.

This role would suit someone with a keen interest in pastoral care and first aid, who enjoys working with children and their families and who has strong interpersonal skills. It is an excellent development path for anyone who is seeking to further their career in this area. Previous experience of working within a similar environment or health care is desirable but not essential. Applicants must be committed to working directly with young people. Training will be provided where required.

Testbourne Community School, is a 11-16 comprehensive school, which provides a forward thinking, outward looking and vibrant learning environment. We pride ourselves on the strength of staff and student relationships and we have a strong sense of community at the heart of our ethos. Our shared philosophy is embodied by our strapline 'Achievement, Excellence, Integrity.' Find out about what it is like to work for us: [Working for Us - Testbourne Community School](#)

Key responsibilities will include:

- Assess medical needs and administer front-line first.
- Maintain and administer medication for students.
- Maintain accurate records including accident book and risk assessments.
- Co-ordinate first aid provision, training and maintain first aid supplies.
- Provide pastoral care and support, liaising with colleagues, parents and other agencies.
- Arranging vaccinations for students.

The successful candidate will:

- enjoy working with young people;
- have a firm but sympathetic manner, with a good sense of humour;
- have a compassionate and caring nature;
- be punctual and reliable; flexible and hard-working;
- have a good standard of education and sound literacy and numeracy skills;
- be willing to undertake training and develop their skills.

In return:

- we offer professional development and expertise to enable staff to achieve excellence;
- we provide a highly supportive environment with opportunities to develop;
- we provide a highly professional and collaborative working environment focused on developing a love of learning;

Closing Date for Applications: noon on Friday 4th July 2025

We reserve the right to interview candidates before the closing date where applicable.

Application forms and further details are available from the school website www.testbourne.school or alternatively contact recruitment@testbourne.school

Testbourne Community School is committed to safeguarding children and promoting the welfare of children and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure Barring Service checks, along with other relevant employment checks.

Testbourne Community School is an equal opportunities employer, and no candidate will be disadvantaged because of race, gender, sexuality, disability or any other protected characteristic. All shortlisting exercises are completed by evaluating a candidate's suitability in terms of the person specification and job description for the role in question.

Achievement • Excellence • Integrity