



# Soar Valley College

A SPECIALIST MATHS AND COMPUTING COLLEGE

**ASPIRE ENJOY ACHIEVE**

## JOB DESCRIPTION

### Administration/First Aid Officer

Post Holder:

Department: Administration

Line Managed by: Business Manager

|              |                          |                       |
|--------------|--------------------------|-----------------------|
| Salary Scale | Grade 3 (Points 11 - 14) | £16,781 - £17,772p.a. |
|              | Actual Salary            | £14,413 - £15,264p.a. |

Hours of work 37.5 hours per week x 38 weeks p.a. plus 18 hours (Training Days)  
8.00am - 4.pm daily

1443 hrs p.a. (85.89%FTE)

Duration: Permanent

#### Overall Purpose of the Post

To provide comprehensive administrative support for the school. To provide First Aid support in case of accidents and emergencies and to provide efficient communication and support for the office team. To provide a central point of contact and administration function that encourages teaching/pastoral staff, parents/carers and external agencies/staff to support referred students in gaining full time education and achieving their potential.

#### DUTIES AND RESPONSIBILITIES

- To ensure that allocated administrative, finance and clerical records and systems are maintained accurately and kept up to date.
- To provide statistics and management reports as needed.
- To assist in producing educational and promotional material/displays.
- To ensure that callers and visitors to the school are dealt with in a friendly and courteous manner and that they or their queries are directed to the appropriate member of staff.
- To ensure accuracy and confidentiality in dealing with requests and maintaining records.
- To account for all cash, cheques and monies received or paid.
- To ensure that all allocated regular or scheduled administrative tasks and record updates are performed on time.
- To ensure that all forms received are complete, accurate and processed correctly.
- To ensure that the school's standards of customer care are achieved.
- To ensure that students with inappropriate attendance records and welfare problems are monitored and supported in gaining full education at the school/college.
- To record absences and process attendance registers, ensure records are updated, producing reports and processing penalty notices if appropriate.
- To organize all leave of absence requests for students, issue pass-outs and update the pass out book accordingly.
- To prepare and maintain accurate records on free school meals, holiday applications and late book.

- To produce reports on free meals statistics as necessary.
- To keep account of the number of students on roll and remove students from roll that leave mid-year providing reports as necessary.
- To ensure that School/College staff are aware of and adheres to policy and procedures around Attendance, Welfare and First Aid.
- To provide support in case of medical accidents and emergencies at the School/College, administering first aid, which may include exposure to blood, vomit etc.
- To advise students, parents, staff and visitors about any medical condition, trauma or personal issue.
- To assess the needs of students who are sick until they are collected by parents/carers ensuring correct and safe transfer to hospital/medical assistance where necessary ensuring student safety at all times.
- To ensure medical supplies and First Aid boxes are stocked and First Aid kits are available for staff taking students on visit or off-site activities.
- To organise all medical checks and examinations including vaccination days, School Nurse Health Shop and counselling appointments.
- To keep records and update Medical Care Plans
- To be the contact for Fire Roll Call for students and maintain registers
- To dispose of unclaimed lost property on a regular basis and returning any named lost property to the owner.
- To comply with the appropriate Government, Local Authority (LA) and the Schools policies, procedures and systems.
- To follow the requisite procedures and legislation regarding confidential information, e.g. the Data Protection Act.
- To be proactive in the implementation of the School's and LA's Equal Opportunities policy, Health & Safety regulations and Environment Protection policies.
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**Soar Valley College shares a commitment to safeguard and promote the welfare of children and young people. Our commitment is underpinned by robust processes and procedures that seek to maximise opportunity, minimise risk and continuously promote a culture that embraces the ethos of safeguarding amongst our workforce.**

**This post is Exempt from the Rehabilitation of Offenders Act 1974 and subject to an enhanced DBS Disclosure check.**

The duties outlined in this job description do not necessarily give a comprehensive definition of the post and may be reviewed and amended at any time, after consultation with the post holder.

Non-teaching posts at Soar Valley College are evaluated, for equal pay purposes, using the Leicester City Council 'Single Status Agreement ' and this job description is the College's addendum to the relevant ('closest fit') 'generic' job description used to evaluate the grading of the post.

Any issues arising in respect of 'equal pay' will always be dealt with by reference to the 'generic' job description and not the College addendum.

The relevant 'generic' job description for this post is Administration Officer, E9009 Level 3, Attendance /Welfare Officer, E9026 Level 3 and First Aider, E9029, Level 3. This job description can be obtained via the LCC Extranet or via the college Administration Manager upon request.



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## Person Specification

|                          | Job requirement Essential(E)/Desirable (D)   | E/D |
|--------------------------|--|-----|
| Training and Education   | GCSE or equivalent in Maths and English  | E   |
|                          | Current First Aid Certificate or willing to undertake relevant training to obtain appropriate qualifications                   | E   |
| Experience               | Experience of dealing with the public both face to face and on the telephone   | E   |
|                          | Experience of working in an educational setting in an administrative capacity  | D   |
|                          | Experience of administering first aid  | E   |
|                          | Experience of working in an office environment, following written instructions, writing accurate notes and using ICT           | E   |
| Equal Opportunity        | Must be able to recognise discrimination in its many forms and willing to put the Council's Equality Policies into practice.   | E   |
|                          | Must be sensitive to the requirements of disadvantaged groups and children with special educational needs.                     | E   |
| Other Skills             | Excellent interpersonal skills and telephone manner.   | E   |
|                          | Able to organise own work and work with others to meet deadlines.  | E   |
|                          | Must be able to respond calmly, work under pressure and prioritise work.   | E   |
|                          | Able to recognise the importance of Health and Safety issues.  | E   |
|                          | Able to maintain necessary stocks of First Aid supplies.   | E   |
|                          | Able to use own initiative and undertake decisions in emergencies.   | E   |
|                          | Able to work on own initiative and as part of a team.  | E   |
| Other Conditions         | Must be willing and able to assist others in need of First Aid.  | E   |
|                          | Willingness to undertake training, further qualifications as and when necessary.   | E   |
|                          | Willing and able to engage families in dealing with child attendance/welfare issues.   | E   |
|                          | Must be prepared to work occasionally out of school hours, some prearranged days in the school holidays to support the school. | E   |
|                          | Must satisfy all relevant pre-employment checks.   | E   |
| Knowledge and Experience | Able to use Office PC applications   | E   |
|                          | Knowledge of a school environment  | D   |
|                          | Able to deal with people at all levels and from a variety of backgrounds, often in difficult circumstances.                    | E   |