

Chingford Academies Trust

South Chingford Foundation School

JOB DESCRIPTION

JOB TITLE:	Whole School Administrative Assistant with responsibilities for Welfare
RESPONSIBLE TO:	Senior Finance and Administrative Officer
RESPONSIBLE FOR:	None
GRADE/PAY RANGE:	Scale 4 (Scale 18-21)
HOURS:	36 per week x 48 weeks per annum Monday-Thursday 8:30am to 4:30pm Friday 8:30am to 4:15pm - (45 minutes lunch break)
KEY CONTACTS:	Internal – Staff/Students External – Parents/Carers/Agencies/Borough Contacts

PURPOSE OF THE JOB

Under the instruction/guidance of senior staff:

1. To work as part of and be an active member of the school's administrative team and provide an efficient and effective whole administrative support to senior leaders
2. To be responsible for providing quality first aid and care to the school community both on the school premises and by facilitating quality care through working with school visit organising staff.
3. To provide confidential administrative support to Senior Leaders.
4. To be responsible for student reception.

MAIN DUTIES AND RESPONSIBILITIES

Administrative duties

1. To assist the organisation and preparation of all paperwork involved in the day to day running of the school.

2. To typing and sending letters home to individual pupils' parents or producing class/year group mail merges.
3. To taking and typing up minutes for School Briefings and Meetings.
4. To collecting syllabus information for Years 7, 8 and 9 for parents.
5. To collecting work and sending home to absent pupils.
6. Supporting senior leaders in the preparation of letters, registers and booklets for extended school activities.
7. To assist with the preparation of paperwork for Parents' Evenings, Year 6 Induction Evening/Day and Enhancement week (letters, reply slips, brochures etc.)
8. To maintain a record of student references requested by outside agencies for Year 11 students.
9. Maintaining the school's link with parents, governors and outside agencies via letters, email and other school communication systems.
10. To maintain an up to date Single Central Register for the school.
11. To support the raising of orders and collation of invoices as directed.
12. To assist with the record keeping of trips and external lettings.
13. To assist with collection of cash and the preparation of relevant paperwork for banking cash.
14. To assist with the maintenance and upkeep of personnel records, including absence records as directed.
15. To assist with chasing references and occupational health referrals.
16. To support the interviewing process (collating applications forms, booking rooms, organising tests etc.).
17. To provide administrative cover outside of term time including the summer holidays and to ensure that all aspects of school administration is in place ready for the beginning of term.

First Aid duties

1. To maintain the Middle School display boards Ensure staff are aware of the special medical needs of students they teach through maintenance of the information in the staffroom and individual contact.
2. Organising Medical Care Plan meetings with parents/carers of students with on-going and/or severe medical needs and writing/updating Care Plans on an annual basis.

3. Organising the school vaccination programme through liaison with the school calendar organiser, Vaccination UK and school's site team.
4. The medical welfare of students and staff, including the provision of prompt basic first aid and emergency/basic medical treatment for sick or injured children and adults.
5. Maintaining an up to date record of all accidents and incidents using the Accident and Incident log book and the medical tracker software
6. Making decisions relating to the referral of students and staff to a doctor or hospital whenever a serious injury or illness is evident or suspected. To accompany them and ensure appropriate supervision and safe return to school or home as appropriate.
7. Contacting parents(s)/carer(s) as and when necessary with regards to students' welfare and/or sudden illness.
8. To provide support for students' personal hygiene needs.
9. Ordering, control and usage of medical supplies, ensuring adequate stocks are kept in schools, in departments (via checks) and for school trips.
10. Checking medication held, e.g. epipens for date use.
11. Ensuring the smooth operation of the medical room, including it is kept tidy with a high standard of cleanliness, reporting any deficiencies to the line manager.
12. Ensuring that student medical records are kept confidential, up to date and in the prescribed format.
13. Liaising with appropriate staff, parents/carers and outside agencies on matter of student health and welfare.
14. Being contactable at all times whilst on duty either via the medical room or via radio.
15. Maintaining accurate and up to date medical protocols to ensure the school complies with regulations regarding infectious and contagious diseases.
16. Being responsible for drugs and administering prescribed medicines to students in line with school policy.
17. Assisting with key events within the academic year as required.
18. To cover for the resources department and visitors reception as directed.
19. To provide examination invigilator cover as directed.

General

1. These above mentioned duties are neither exclusive nor exhaustive and the post-holder may be required to carry out other duties as required by the School.
2. Always to perform duties in all elements of the role in a professional manner and with integrity, mindful of confidentiality as appropriate.
3. To be committed to, and comply with, all school policies.
4. To comply with all provisions of the Health and Safety at Work Act 1974, any other relevant legislation and with all school Policy and Practice relating to Health and Safety at Work.
5. To participate in appraisals in line with school policy.
6. To participate in continuing professional development opportunities as directed or identified through appraisals and ensuring ability to fulfil role effectively.
7. To manage both internal and external relationships, striving for excellence in stakeholder satisfaction.
8. To work effectively and successfully in your team within school.

Other Requirements:

1. To have an up to date Enhanced DBS Disclosure.
2. To hold a full Paediatric First Aid Certificate

Safeguarding

To be alert to issues of safeguarding child protection ensuring that the welfare and safety of children attending the School is promoted and safeguarded and to report any child protection concerns to the designated Safeguarding Lead using safeguarding policies procedures and practice.

Prevent, identify and minimise risk of interpersonal abuse or violence, safeguarding children and other vulnerable people, initiating the management of cases involving actual or potential abuse or violence where needed.

Be aware of and update colleagues, as appropriate to comply with current legislation and policies affecting practice, e.g. Children's Act, National Service Frameworks, Child Protection Procedures, Health and Safety and Data Protection.

Name of post holder

SignatureDate