**Job Description**

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|  C:\Users\acharalambous2.304.PPARK.000\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\I2CGT5K0\Preston Park_Version 2.png | **Job Title**  | Welfare & Administration Assistant |
| **School**  | Preston Park Primary School |
| **Location**  | College Road, Wembley, HA9 8RJ |
| **Grade** | Scale 3 (14-17) |
| **Reports to** | Deputy Head |
| **Staffing Responsibility** | N/A |
| **Restricted** | No |

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| 1. **Job Purpose:**
	1. To deliver the health and first-aid provision for the students and staff of the school in line with the First Aid Protocol.
	2. To prepare and maintain the paper and electronic health care records of all students in line with the First Aid Protocol.
	3. To prepare generic, and where appropriate specific, Risk Assessments for individual situations.
	4. To ensure all injuries are appropriately reported undertaking a full trend analysis on a monthly basis.
	5. To ensure all related equipment and supplies are suitably maintained at all times.
	6. To ensure appropriate communication with the school staff and other health related agencies.
	7. To work closely within the Pastoral team at the School, having direct liaison with the appropriate member of the Senior Leadership Team.
	8. To provide administration support in the school office before and after school.
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| 1. **Principal Accountabilities and Responsibilities:**

**Medical Provision** 1. Provide emergency and routine first-aid treatment for students, staff and visitors.
2. Deal with emergency health related incidents.
3. To prepare generic, and where appropriate specific, Risk Assessments for individual situations.
4. Hold an emergency stock of prescribed medicines and tablets for distribution to certain students, as and when required, in line with parental consent with the appropriate documentation completed.
5. Ensure all first-aid kits are prepared for use during all school activities, e.g. school trips and maintain first-aid boxes placed around the school with the appropriate documentation completed.
6. Organise immunisations, dental inspections, and medicals etc. This involves distributing, and receiving, letters, reminders and consent forms and arranging an appointments timetable for each child to ensure the minimal disruption to classes etc.

**Communication** 1. Contact parent/carer if a student needs to go home, following laid down procedures.
2. Liaise with teachers, SLT, and parents, if visits to the Medical Room become very regular.
3. Report sensitive, controversial or personal issues to line manager.

**Administration and Reporting** 1. Record every visit and treatment required/given.
2. Prepare and report all accident/incident, in line with legislation, appropriately reported undertaking a full trend analysis on a monthly basis.
3. Fill in Accident / Incident on a daily basis ensuring the data is input to the relevant monitoring system (including all head injuries). Inform parents of any head injury and, where possible, every incident that provides some cause for concern.
4. Ensure that the duty Team Leader or Senior Leadership Team link is informed of any non-accidental incident dealt with.
5. To ensure the health care records for high risk students are prepared and maintained at all times with the relevant staff being notified.
6. To ensure all related equipment and supplies, for the medical room and around the school, are suitably maintained at all times.
7. Attend parents evening for new intake to meet parents.
8. Launder bedding and clean surfaces in sick bay.
9. Maintain a stock of clean student uniform for emergency situations.
10. Provide general clerical and administrative support to teaching and administrative staff, including photocopying, filing, faxing, emailing, and sorting and distributing mail.
11. Complete standard forms, respond to routine correspondence, and maintain manual and computerised records and management information systems.
12. Produce a range of data and information, for example, pupil data.
13. Undertake typing, word-processing, spreadsheets, databases and other IT-based tasks.
14. Take notes at, and produce records of relevant meetings.
15. Support in the administration office with dealing with phone call, greeting visitors, trouble-shooting.
16. Taking money from parents, staff and children; provide receipts; pass money to the finance office on a daily basis with accurate records.
17. Administer payments for school trips, meals, clubs, purchases on parent pay
18. Support with collecting and counting money on ad hoc days e.g. children in need
19. Assist with arrangements for school trips and events.

**STAFF DEVELOPMENT** 1. To take part in the school’s staff development programme by participating in arrangements for further training and professional development.
2. To continue personal development in the relevant areas including subject knowledge and teaching methods.
3. To engage actively in the Performance Management Review process.

**SPECIAL CONDITIONS** 1. Some flexibility in the pattern of hours worked and a willingness to undertake working outside of the normal daily hours to meet the site management and school needs.
2. To promote and adhere to the school’s corporate policies and procedures.
3. To comply with the School’s Health and Safety Policy and associated safe working procedures and guidelines undertaking risk assessments as appropriate.
	1. Participate in training and development activities and programmes, and attend and participate in meetings as required.
	2. Appreciate and support the role of other professionals.
	3. Be aware of and comply with policies and procedures, and report all concerns to an appropriate person, in respect of:
		* safeguarding,
		* health, safety and security,
		* confidentiality, and
		* data protection.
	4. Contribute to the school’s commitment to equality of access to opportunities to learn and develop for all pupils.
	5. Undertake these duties within agreed departmental service/school objectives, policies and procedures and promote the Council's Equal Opportunities Policy.
	6. To undertake any other appropriate duties, as requested by Senior Leadership Team, to assist with the efficient running of the School’s support services including supporting the administration team.
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|  Person Specification  |





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| **Post Title:** | Welfare and Administration Assistant  |
| **School:** | Preston Park Primary School |

**please note**

The method of assessment for each criterion is shown in the right hand columns. The shortlisting criteria are indicated by asterisk in the application form column. Shortlisting for interview will be based solely on whether the candidate indicates on their application form that they meet these Shortlisting Criteria. All mandatory criteria are underlined. The successful candidate must satisfy all of the mandatory criteria, and will normally meet all or most of the other appointment criteria. All candidates must satisfy the Equal Opportunities and Customer Care criteria which are mandatory.

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| **applicationform** | **interview** | **test** |
| **1. abilities** |  |  |  |
| 1. Ability to operate a range of basic resources and equipment, including computers and photocopiers
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| 1. Ability to use proficiently standard office computer software, including word-processing, spreadsheet, database, and Internet systems.
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| 1. Ability to absorb and understand a wide range of information concerning the functions of the school.
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| 1. Ability to build and form working relationships with pupils, parents/carers and colleagues, to work flexibly across operational boundaries, and to work as a member of a team.
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| **2. skills** |  |  |  |
| 1. Verbal and written communication skills appropriate to the need to communicate effectively with colleagues and parents/carers.
 | **\*** |  | **\*** |
| 1. Good standard of numeracy and literacy skills.
 | **\*** |  | **\*** |
| 1. The ability to converse at ease with members of the public and provide advice and information in accurate spoken English.
 | **\*** | **\*** | **\*** |
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| **3. knowledge** |  |  |  |
| 1. Knowledge of relevant policies, procedures and codes of practice, and awareness of relevant legislation.
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| 1. Knowledge of first aid procedures.
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| **4. education and professionalqualifications essential to the post** |  |  |  |
| 1. NVQ level 2, or able to demonstrate an equivalent level of attainment through relevant qualification or experience.
2. First Aid Certificate
3. GCSE or equivalent in English and Maths - grade C or above
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| **5. experience** |  |  |  |
| Evidence of successful clerical, administrative and financial experience in a comparable working environment. | **\*** |  |  |
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| **6. equal opportunities relevant to the post** *(mandatory)*  |  |  |  |
|  Understanding and commitment to the Council’s/School’s Equal Opportunities policy. | **\*** | **\*** |  |
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| **7. customer care relevant to the post** *(mandatory)*  | **\*** | **\*** |  |
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