
Sandringham School Academy Trust

Job Description



Job Title: Student Services and First Aid Administrator
Accountable to: Headteacher through Sally Francis (Student Services Manager)
Accountable for: Students' welfare and administrative tasks
Hours: 31 hours
Salary: H3
Effective Date: October 2017

Background

The core work of Student Administration will be driven by Sally Francis, Student Services Manager.

Core Accountabilities

1. Providing first aid to students and staff
 2. Student Services Reception
 3. Lost property & Second hand uniform shop
 4. Administration support
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Key Tasks

First Aid

- Administer first aid to students and staff
- Complete or already have 'First Aid at Work' certification
- Liaise with parents and record student illness
- Record, report accidents to the RIDOR, IDOR and deal with any issues that arise
- Stocktaking and ordering of medical supplies
- Supply first aid kits for school trips including provision of necessary medication for individuals in attendance
- Ensure all school first aid kits are well stocked
- Liaise with the School Health and Counsellor and complete all required admin work
- Dealing with Health & Safety and Medical issues
- Organise immunisation programmes
- Ensure staff have regular statutory training (e.g: EpiPen and De-fibrillator)
- Regularly check all medication is in date and obtain new in date medication when required
- Obtain Health Care plans and renew annually as required

Student Services Reception

- Answer telephone calls
- Deal with students who come to Student Services Reception
- Greet parents and visitors, deal with deliveries and any other enquiries
- Maintain stocks of nail varnish remover and other make-up removers
- Keep stock of second hand uniform and PE kit. Keep records of any borrowed uniform, including ties
- Remind students who owe money to Student Services Reception
- Log and return confiscated items
- Provide communication link between staff and students

Lost Property

- Ensure all named lost property is returned to students
- Ensure all unnamed lost property, not collected within two weeks, goes to the second hand school shop/charity shop or is disposed of.

Administration support

- Ad-hoc administration tasks for members of staff
- Room Bookings – daily bookings (including exam rooms)
- Organise the students attending St Marys lunch club

- Organise the counsellors appointments
- Health & Safety administration
- Extended Learning Clubs

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.