

**BATLEY GIRLS' HIGH SCHOOL  
JOB DESCRIPTION**

<b>POST HOLDER</b>	VACANT
<b>TITLE OF POST</b>	Business & Administration Apprenticeship
<b>LINE MANAGER</b>	School Social Worker
<b>RESPONSIBLE FOR</b>	None

**PURPOSE OF THE POST**

To assist the running of the Wellbeing Department in;

- Promoting the Wellbeing Centre and the services that are provided within school
- Support the Wellbeing Team with the overall running of the service
- To ensure effective communication between the Wellbeing Centre, staff, students and parents
- To ensure basic administration duties are undertaken which will include, answering the phone, photocopying, filing, scanning and laminating.
- Ensure confidentiality and data protection
- To support with students accessing the Wellbeing Centre, signposting to relevant members of staff

**DUTIES**

**SPECIFIC RESPONSIBILITIES**

- Provide basic administration duties to the Wellbeing Team which will include photocopying, filing, scanning and laminating.
- Responsible for ensuring students are aware of their appointments by handing out appointment slips
- Provide a stimulating and welcoming environment for wellbeing support, help and advice
- Promote services within school by use of displays, exhibitions, posters and flyers
- Order resources and stationary supplies when necessary
- Support with Safeguarding systems (CPOMS) and print off data and reports
- Book rooms within school for meetings and conferences
- Support students with accessing information and specific websites for advice, guidance and support
- Keep a database of all students who attend the Wellbeing Centre and utilise their services whilst liaising with relevant staff in regards to this
- Manage the 'drop in' service within the Wellbeing Centre and liaise with key members of staff
- Ensure student safeguarding files and information is provided to relevant schools and colleges when required
- Support the Wellbeing Team in collecting students from their lessons should this be required

- Support with the designing of displays and leaflets for open evenings/parents evenings

## **RECEPTION**

- Provide a professional telephone answering service for incoming calls to the Wellbeing Centre.
- Provide a professional telephone service for outgoing calls to staff, external agencies and parents/carers
- Take telephone messages and liaise with relevant staff members
- Provide a professional and friendly reception service to all visitors to the Wellbeing Centre
- Be responsible for collecting visitors from the main school reception in a welcoming, friendly manner.

## **ADDITIONAL INFORMATION**

- Undertake any such duties commensurate with the post as directed by the Co-Heads/Social Worker
- The postholder is required to:
  - uphold and promote the school's policy on Data Protection, being mindful of their responsibilities under the act in processing personal data and of the implications of unauthorised disclosure
  - uphold and promote and actively support the school's responsibilities towards safeguarding
  - have a duty of care to themselves and others regarding Health and Safety issues and ensuring that the school's Health & Safety Policies and Procedures are upheld and promoted
- This post is subject to an Enhanced Disclosure and Barring Service Check for Regulated Activity