

## Job Description-Support Staff



Job Title	<b>Administrative and First Aid Assistant</b>
Name of Post Holder:	
Responsible to	Headteacher via the Headteacher's PA
Establishment/ location	Wood Green School, Woodstock Road, Witney OX28 1DX
Review date of Job Description	Jan 18
Grade/salary	Local Government Service Grade 5
Hours/working time	20 hr 50 minutes per week. 9.30 am to 2.00 pm (including 20 min unpaid break). Term time only. There may be a request to work the occasional Inset day.
Purpose of Post	To act as second receptionist, with associated duties. To provide first aid support as part of the office team during peak periods of the day and general administrative support for the office.

### Main Duties and Responsibilities

#### Telephone

- Support the main Receptionist in answering calls into school, taking messages and dealing with queries

#### Reception

- Greeting and directing visitors
- Issuing visitor passes with due regard to all safeguarding requirements
- Signing in/out books for visitors, staff and students
- Dealing with visitor, parents and pupil queries
- General link with visitors and staff
- Dealing with deliveries and ensuring relevant departments are notified and liaising with caretakers if bulk deliveries are received

#### First Aid Cover

- Requirement to undertake first aid training and hold the First Aid at Work certificate.
- To act as a main first aid person at key times during the school day
- To co-ordinate the accident report forms and ensure these are entered onto the system daily
- To ensure regular checks are made to the contents of first aid boxes throughout the school and contents are in date
- To ensure all medication held in school is within date
- To check medication held on behalf of students is in date and contact parents if this has not been replaced
- Help with support for students with medical conditions

- To ensure the medical room is maintained to a clean and orderly standard

### Administration

- General typing/IT processing to support whole school administration as required
- Assisting with maintaining the school web site with up to date information
- Checking the office email daily and processing/forwarding as necessary
- Producing and distributing the staff daily news email
- Filing, maintaining student records, daily or student announcements as required
- Undertaking other routine administrative tasks as required
- Assisting with franking of post and preparing for collection, sorting and distribution of delivered post
- Assisting with oversight of student ambassadors
- Update systems with medical notes, recording sickness/absences when appropriate

### GENERAL ACCOUNTABILITIES

<b>General Duties</b>	<ul style="list-style-type: none"> <li>• Undertake any necessary training</li> <li>• Attend staff meetings where relevant</li> </ul> <p>-----</p>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>• To have due regard for health and safety in the workplace</li> <li>• To be familiar with, and adhere to, relevant parts of the school's Health and Safety Policy</li> <li>• Co-operate with health and safety requirements</li> <li>• Report all known defects</li> <li>• Use, but do not misuse anything provided for your health, safety and welfare</li> <li>• Do not undertake unsafe acts</li> <li>• Inform Head of Establishment of any 'Near-Misses'</li> <li>• Be familiar with the emergency action plans for fire, first aid and security issues</li> <li>• Undertake specific designated duties regarding emergency evacuation</li> <li>• Raise health and safety and environmental issues with students</li> </ul> <p>-----</p>
<b>Organisational Effectiveness</b>	<ul style="list-style-type: none"> <li>• Any task which is appropriate to the post level in order to maintain/enhance organisational effectiveness which may include redeployment to other departments – to include cover for absent colleagues and/or relocation to areas of need</li> </ul>
<b>Child Protection</b>	<p><b>Responsibilities and Accountabilities</b></p> <p>Wood Green School is committed to safeguarding and promoting the health, safety and welfare of children, young people and vulnerable adults. Staff and volunteers are expected to share this commitment for whom</p>

<p><b>Standards and Quality Assurance</b></p>	<p>they are responsible or with whom they come into contact in the course of their duties. All successful candidates will be subject to Criminal Records Bureau checks along with other relevant employment checks.</p> <ul style="list-style-type: none"> <li>• Support the aims and ethos of the school as identified in the staff handbook</li> <li>• Promote and model good relationships with pupils, colleagues, parents and visitors</li> <li>• Set a good example in terms of dress, punctuality and attendance.</li> <li>• Participate in training and take a lead in own professional development</li> <li>• Participate in the School's staff appraisal process</li> </ul>
<p><b>Notes:</b></p>	<ul style="list-style-type: none"> <li>• Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</li> <li>• Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</li> </ul>

**Person Specification**  
**Administrative Assistant**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Education and Qualifications</b>	GCSE including Maths and English (Minimum Grade C)	
<b>Knowledge and Experience</b>	<p>High quality organisational and IT skills</p> <p>High level administrative skills</p> <p>A good working knowledge of Microsoft Office (Word &amp; Excel in particular)</p> <p>Good written and oral skills</p> <p>Requirement to undertake first aid training and hold the First Aid at Work certificate</p>	<p>Willingness to undertake further training as required</p> <p>Experience of using mail merge to create multiple documents</p> <p>Knowledge of SIMS the school's database and any alternative should this change</p> <p>Knowledge of web site maintenance/Twitter/Blogs etc.</p>
<b>Skills and Ability</b>	<p>Ability to remain calm, cheerful and in control of a variety of situations, particularly when under pressure</p> <p>Ability to communicate effectively and, when required, confidentially with persons at all levels</p> <p>Ability to organise time and workload effectively</p>	
<b>Personal Characteristics</b>	<p>A sense of humour</p> <p>Efficient and pleasant manner when dealing with people</p> <p>Approachable</p> <p>Good team player</p> <p>Flexibility</p>	