**Job description**

**First Aider/Administrative Assistant**

**All Saints’ Voluntary Catholic Academy**

**Job purpose**

* To be a trained First Aider and to provide First Aid for children, adults, visitors as required
* To provide general administrative support

**Specific responsibilities**

**First Aider**

* To be fully first aid trained and to undertake update training as required
* To be the first response to any accident/illness for students, staff or visitors
* To be the lead member of staff in attending emergency hospital visits accompanying students and staff as and when required

**General Admin**

* Providing general administrative support primarily in the main office including the typing of letters, documents etc as requested by the Office Manager
* Assisting with the opening and distribution of incoming mail, franking and sending out outgoing mail
* Assisting with the preparation, collation and distribution of any other documents to staff and students as required
* Helping to staff the main reception desk, welcoming visitors and answering telephone calls to the school efficiently and effectively.
* Dealing with challenging callers and visitors to the school
* To undertake any other admin duties commensurate with the grade as requested by the Office Manager or Headteacher

**General**

* Perform any task or duty under the reasonable direction of the Headteacher.

*This job description contains the main accountabilities relating to this post and does not describe in detail all the tasks required to carry them out. All staff are expected to be flexible to ensure the most effective organisation and delivery of services.*

*The duties and responsibilities of the post will evolve to meet changes in financial regulations, statutory requirements or the natural development of the Academy and/or Trust. Such changes are, therefore, a normal part of the post and the post holder must be prepared to undertake any other duties commensurate with the general level of responsibility of the post which may be determined from time to time subject to the proviso that any permanent, substantial changes shall be incorporated into the job description and evaluated as such.*