



Job Description

Job Title	Administration Assistant
Department	Business Support
Line Manager	Headteacher

Purpose

To provide comprehensive administration support in the areas of first aid; supporting students with medical conditions; management of lettings; reprographics; and other general administrative tasks as needed.

Duties and Responsibilities

Administration support for first aid and students with medical conditions

- Responsible for administering prescribed drugs which are necessary to be taken by pupils during the school day, ensuring that parental consent is obtained and recorded
- Responsible for the safe-keeping of prescribed drugs in a locked cupboard
- Attend to minor medical needs of pupils, such as administering plasters, bandages etc as required, and look after pupils who feel ill
- Co-ordinate, administer and maintain Individual Health Care Plans for pupils with specific medical needs in conjunction with parents and any other relevant health care professionals
- Plan/Arrange for vaccination sessions held by the Local Authority for the relevant age groups of pupils, undertaking the necessary communications and ensuring appropriate records are completed and retained
- Enter all student medical information into Arbor, maintain accurate records in accordance with new and changing medical needs, and inform staff of relevant information via Medical Plan of Action updates, including for all school trips
- Liaise with the Pastoral Team, Learning Support Lead and Form Tutors regarding confidential medical matters
- Ensure Accident forms are completed and report to the CCC Health and Safety Team via email. To make any required RIDDOR reports for accidents at work, review for patterns
- Carry out termly stock audits of all First Aid boxes and First Aid kits throughout the school (including those used for trips) and ensure they are replenished. Ensure all emergency First Aid medical equipment is in good working order (defibrillator is to be checked monthly)
- Responsible for maintaining stocks and ordering medical supplies and equipment in order to ensure adequate emergency medical resources exist within the school
- Maintain confidentiality of information acquired while undertaking duties for the School
- Follow safeguarding procedures as required

Lettings

- Carry out lettings, ensuring they are appropriately serviced in accordance with the school's Lettings Policy
- Liaise with the Senior Site Manager to organise the opening of the school and monitoring the premises, preparing for and dealing with the lettings and external users of the building during periods of hire, cleaning of areas used, management of parking and security of the building
- Support the Senior Site Manager where necessary with the ability to respond flexibly to changing priorities and changes in routine
- Ensure external users complete the relevant booking form and provide evidence of liability insurance
- Be proactive in reporting any health & safety concerns to the Senior Site Manager as soon as possible
- Produce a weekly diary/calendar of all internal and external lettings for school caretaker (so that they are aware of timings and numbers of people on site)
- Accurately record and update the lettings registers/spreadsheets detailing dates, contact information and hourly rates
- Answer internal and external lettings enquiries
- Manage the Room Booking System (Outlook Lettings Calendar). Check dates against the main school calendar to ensure there are no double bookings

Reprographics

- Oversee the reprographics needs of the during exam times, ensuring that printing, photocopying and resource production is organised and completed in a timely manner
- Inform printing account holders of their spending via creating and sending monthly accounts to the Finance Officer regarding payment of departmental printing
- Ensure best value-for-money in relation to external providers – paper, labels and laminating resources
- Maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential and sensitive information
- Renew the reprographic copiers contract every three years following best value practice

Additional duties

- To provide main reception lunch cover plus as/when required to cover staff absence
- Design and send out consent forms to parents/carers for educational visits.
- Assist the Finance Officer in relation to administrative tasks as required.
- To organise student lockers.
- To work within the framework of the school ethos, adhering to expectations at all times.
- To maintain high standards of professional behaviour and presentation.
- To take responsibility for Health and Safety in the post holder's area of work.
- Any other duties commensurate with the grade which may be required from time to time.
- All staff are expected to take part in necessary training and staff development.

Safeguarding

- Be keenly aware of the responsibility for safeguarding children and comply with the school's Safeguarding Policy in order to ensure the welfare of children and young persons

Person Specification

Area	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> • GCSE English and Maths at Grade C/4 or above (or NVQ equivalent), or equivalent experience or knowledge in the relevant work area. 	<ul style="list-style-type: none"> • First aid certification
Experience	<ul style="list-style-type: none"> • Proven experience in office administration. 	<ul style="list-style-type: none"> • Experience of working in a school
Knowledge and skills	<ul style="list-style-type: none"> • Good listening skills. • Effective written and verbal communication skills. • Able to create good relationships with children, staff, parents and external agencies. • Safeguarding of children and young people. 	
Personal Attributes	<ul style="list-style-type: none"> • Attention to detail. • Excellent communication and interpersonal skills. • A flexible approach to the demands of working in a busy environment. • Ability to plan, organise and prioritise to meet deadlines • Ability to build effective working relationships with other staff and outside agencies. • Ability to adhere to working procedures and policies within the school environment. • Ability to operate as part of a team or individually as required. • Commitment to maintaining confidentiality at all times. • Commitment to safeguarding and equality. • Resilience 	

The post holder should be aware that the above job description and specification are not exhaustive. From time to time there may be a need to carry out other reasonable duties commensurate with the post, always in consultation with the post holder.