



Featherstone High School

Job Description

Job Title:	Medical and Pastoral Administrator
Grade:	5
Salary and Hours:	Term Time only 35 hours per week. plus 5 training days
Hours of Work:	Monday to Friday, 8.15 am – 4.15 pm This is subject to change depending on the school's requirements, especially exam time. Breaks and required to be flexible and may change to cover instances of staff absence and ensure sufficient cover in the admin team. Flexibility to work late and early morning to support the school needs.
Reports to:	Medical and Administration Officer
Line Management:	Medical and Administration Officer and Administration Manager

Main Duties & Responsibilities

- To support the School Administration Manager with the delivery of whole school administrative support
- To provide administrative and student-facing support for the school which covers student welfare
- To ensure all messages are delivered to students efficiently. To take responsibility for the Medical Room and be the first point of contact for First Aid within the school
- Manage the day-to-day running of the Student Services area and the student reception

Student Services and Medical

- To provide the smooth running of welfare and administration functions
- To assist with the whole school's First Aid and Welfare provision by acting as the primary lead for First Aid provision within school
- To maintain a log of support given to students in each case by logging the details on SIMs
- To work in conjunction with the parents and the Medical and Administration Officer to prepare and update appropriate Health Care Plans and maintain an up-to-date record of all pupils with known health concerns.
- To ensure that parents/carers are always informed of any serious injury or illness
- To liaise with parents and the LA School Nursing Team regarding school Immunisations and ensure that they are coordinated and undertaken promptly.
- Ensure temporary care plans are carried out, updated on school systems and necessary staff informed
- Regularly check the medication held in school and keep up-to-date and accurate logs, e.g., EpiPens
- Maintain first aid supplies for the Welfare Room; Travel First aid kits and sickness packs for use on school trips and visits, as well as first aid boxes located around the school
- To manage and troubleshoot student queries
- To create, maintain and facilitate effective relationships with students
- To liaise with the Designated Person for Child Protection regarding any concerns for pupil welfare
- To ensure that consents for educational visits and out-school events are chased up before the visit or event takes place

Pastoral Administration

- To support with end-of-term rewards
- Assist with the planning and organisation of, as well as the preparation and provision of supporting school events, such as Parent Evenings, Rewards Assemblies, Concerts, Open Days etc

- Assist with administrating detention, admissions and leavers
- Assist the Administration Manager and Key Stage Administrators with suspensions and permanent exclusions
- Log students on behaviour report
- Ensure Restorative Conversations are logged
- Ensure praise postcards are communicated to parents
- Providing cover and support for other administrative staff as and when required

Other Duties

- Assist with key events (including Curriculum Weeks) within the academic year as required
- Provide cover of duties for Reprographics, Reception and other admin roles in case of absence when required and support office members/colleagues as required in all areas.
- To supervise and participate in educational visits
- To assist when required on educational visits
- Translation as required

School

- To contribute to the provision of positive relationships with staff, students, parents and outside agencies.
- To attend training and participate in personal/performance and professional development as required.
- To take care of their own and other people's health and safety.
- To be aware of and respect the confidential nature of issues.

General Requirements

- Work towards and support the school vision and objectives as outlined in the School Strategy Plan
- Support and contribute to the school's responsibility for safeguarding students
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors
- Promote equality of opportunity for all students and staff, both current and prospective
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues
- Adhere to school policies and procedures
- Undertake other reasonable duties related to the job purpose required from time to time
- This job description should be seen as enabling rather than restrictive and will be subject to regular review.

By signing this document, you agree to perform all duties outlined in this job description.

Employee signature: _____ **Date:** _____

Manager Signature: _____ **Date:** _____

Person Specification

Medical and Pastoral Administrator

	Essential	Desirable
Qualifications and Experience		
GCSE Passes including Math and English or equivalent	x	
Level 3 Qualification or equivalent	x	
Experience in a secondary school setting		x
Previous administrative experience	x	
First Aid Qualification or willingness to be trained	x	
An interest in office processes and systems	x	
Professional Specification		
Experience in using SIMs.NET and/or Class Charts or an equivalent platform	x	
Experience of Microsoft Office	x	
Administration and organisation skills	x	
Experience working in a confidential environment	x	
Ability to produce and collate reports and publication materials	x	
Professional Skills and Attributes		
Ability to inspect and monitor reports, and minutes and to take action to remedy any problems identified	x	
The ability to work constructively as part of a team, understanding School roles and responsibilities, and the post holder's position within these	x	
The ability to carry out instructions and work with minimum supervision and equally to work under pressure	x	
Ability to communicate well in writing and face-to-face	x	
The ability to identify own training and development needs and to cooperate with the means to address these	x	
The ability to take personal responsibility, a readiness to reflect and self-evaluate, and the ability to change, improve and develop	x	
The ability to multitask.	x	
Personal Qualities		
Flexible and adaptable in terms of duties and hours.	x	
Attention to detail.	x	
Honesty and trustworthiness.	x	
A good record of attendance and punctuality.	x	
Ability to work under pressure and remain cheerful and composed.	x	
Common sense and the ability to work with staff, students, and outside contacts at all levels.	x	
Clear empathy and understanding of young people's development and needs.	x	
Emotional resilience	x	
Demonstrates the Commitment to:		
Equal opportunities for all in the school community	x	
Safeguarding and promoting the welfare of young people	x	