



The Holy Trinity Church of England Secondary School

Administration Officer (Medical, Attendance, Reception etc) **Job Description**

Salary:	West Sussex Grade 4 + Crawley Fringe Allowance
Hours:	Full time is 37 hours per week Term time +INSET. This post is 34.5 hours 8:15 am start variable finish time.
Position Level	SCHG51a (Administration3a)

All duties will be expected to be carried out according to agreed School Policies and Procedures. Due regard will be given to appropriate Confidentiality concerning school matters at all times.

Reporting to:	Senior medical and attendance officer
Responsible for:	<ul style="list-style-type: none">• The daily medical welfare of pupils• The school's attendance function• Supporting the administrative functions of the school including but not exclusive to those related to medical and attendance• Support the Reception function of the school
General:	<ul style="list-style-type: none">• To share in the corporate responsibility for the well being and discipline of the students attending the school.
Key Duties:	<p>MEDICAL</p> <ul style="list-style-type: none">• Manage all medical issues and First Aid and advise parents if necessary. Have responsibility for the Medical Room associated accommodation including the ordering of supplies.• Administrative tasks associated with the medical room including registers of attendance, administration of medicines and accident/incident records, where appropriate.• Maintain the SIMS database of student medical issues liaising with parents and informing staff, as required.• Prepare and update individual Health Care Plans• Liaise with outside agencies including but not restricted medical professionals and agencies. Arrange medical, vaccination and other health checks as and when required.

	<p>ATTENDANCE</p> <ul style="list-style-type: none"> • To administrate the day to day attendance processes using SIMS attendance module and Lesson Monitor. • First day calling as required • Administration, preparation and maintenance of the emergency evacuation registers <p>ADMINISTRATION</p> <ul style="list-style-type: none"> • Be part of a team of administrative staff supporting some staff and all students within the school. Close collaboration and thorough understanding of other roles is expected. This may include but not be restricted to managing medical issues, attendance issues, maintaining student records and liaison with students, parents, staff and outside agencies. In addition there is a requirement to undertake a range of additional administration duties outside of the key responsibilities of this post which may extend to Reception on occasion. There is an expectation that there will be full engagement in appropriate training.
Generic Duties	<ul style="list-style-type: none"> • To deputise in the absence of other staff as required
CPD	To follow a mutually agreed programme of continuing professional development.
Additional Information	<p>For inset training you will be aligned with the Administration team</p> <p>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 in a reflection of the changing needs and circumstances as the school develops and grows.</p>

PERSON SPECIFICATION		
	Essential	Desirable
Willing and able to obtains satisfactory Enhanced DBS clearance for schools	?	
Evidence of Right to work in the UK	?	
Suitable person to work with children	?	
Able to obtain satisfactory, validated employment references.	?	
Understanding of safeguarding requirements and how teachers promote the welfare of children.		?
Experienced in the application of First Aid (recognised qualification required) with a good knowledge of medical issues and procedures. <i>(training for relevant qualification will be provided)</i>	?	
Good keyboard skills <i>(precision and speed will be tested)</i>	?	
Good knowledge of Word and Excel and other office programs	?	
Knowledge of SIMS (training will be provided)		?
Good communication skills – both oral and written. <i>(Application and covering letter will be used to make and initial assessment)</i>		
Confident and courteous telephone manner	?	
Efficient, organised and precise	?	
Ability to keep calm and focussed in pressurised situations <i>(practical role play)</i>	?	
Diplomatic, discerning and able to deal with confidential information	?	
Good relationship with children and adults	?	
Enthusiastic	?	
Uses own initiative – problem-solver with a “can do” approach	?	
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Strong ‘customer service’ ethic	?	
Team player	?	
Flexible	?	
Representative of the school’s ethos and core values	?	
Educated to at least Level 2 (GCSE A*-C or equivalent) in English <i>(certificates will be required)</i>	?	
Educated to at least Level 2 (GCSE A*-C or equivalent) in Mathematics <i>(certificates will be required)</i>	?	
Previous education experience		?

The Holy Trinity Church Of England Secondary School is committed to safeguarding and promoting the welfare of children and young people and we cooperate with other agencies and initiatives at local and national level. We expect all staff and volunteers to share this commitment. Any successful job applicant will be required to undertake a Disclosure & Barring service check (formerly known as Criminal Records Bureau check) at an enhanced level, in line with all schools across West Sussex.