



JOB DESCRIPTION

Job Title: Health Administrator
Reports to: Health Officer's / Head of Welfare

Working Pattern: 20 hours per week, 10am – 2pm
or 25 hours per week, 9.30am – 2.30pm
34 term time weeks per year

Purpose:

Primarily to support the Health Officers with regards to their administration needs and provide support and cover for the Wellbeing Hub.

Specific Responsibilities:

- First Aid Cover for the Health Officer room and Wellbeing Hub
- Input data for new/existing pupils
- Liaising with the county's immunisation team to ensure pupil and staff are given immunisations as offered.
- Managing consent forms to parents/carers for immunisations to be performed.
- Create trip packs for all external trips: pull down health reports and print off all relevant care plans. Liaise with trip leaders/Health Officer's/Head of Welfare to ensure all information is communicated effectively for the trip.
- Manage any Return 2 Play requirements in terms of follow up care and phone calls to parents.
- Monitor "off games" list and liaise with the Health Officer's/Head of Welfare
- Assisting with compliance checks, e.g. first aid kits/defibrillators
- Restocking and ordering supplies for the medical room
- Answering and making phone calls, speaking with colleagues, parents and other members of the school community
- Safeguarding

Safeguarding

- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- Understand and implement the Child Protection Policies of the school and attend related training.
- Promote and safeguard the welfare of children and young people and ensure that all staff and volunteers share this commitment.

General

- Participate in training and other learning activities as required and in the performance appraisal and development review process.
- Undertake other similar duties and activities that fall within the band and role; and any other duties that may be reasonably required by the Health Officer's, Head of Welfare and the Bursar.



PERSON SPECIFICATION

	Essential	Desirable
Education and Qualifications		
GCSEs in English & Maths	X	
Experience		
Experience in working in an administrative role in a medium sized or large organisation		X
Experience in working in an educational environment		X
Experience in working in a medical setting		X
Basic skills and competencies		
Understand and comply with Child Protection procedures	X	
Excellent IT skills (incl. MS Outlook, Excel, Word, databases)	X	
Ability to communicate clearly – both verbally and in writing	X	
Excellent data handling and analytical skills	X	
Understanding the importance of compliance and Data Protection legislation	X	
Ability to work on your own or as part of a team	X	
Ability to deal with a wide variety of tasks with changing priorities	X	
Ability to work under pressure	X	
High attention to details and maintaining accuracy	X	
Ability to work with iSAMS, CPOMS, Return 2 Play		X
Personal Qualities		
Empathy and interest in young people	X	
Ability to deal with differing situations whilst remaining calm and professional	X	
Ability to interact with all members of the school community	X	
Ability to maintain confidentiality at all times	X	
Ability to demonstrate tact, diplomacy and sensitivity	X	
Ability to prioritise effectively	X	
Proactive, enthusiastic and willing	X	
Flexible, reliable & dependable	X	



SALARY AND BENEFITS

Salary and Working Pattern

This position is permanent and based on 34 term time weeks per year. The full-time salary is £26,359 pa, the pro-rated salary for 20 hours per week is £10,575 pa and the pro-rated salary for 25 hours per week is £13,219 pa.

The Health Administrator is expected to work 20 or 25 hours per week, typically between 10am-2pm or 9.30am-2.30pm each weekday. Flexibility in working hours and pattern is required to meet the changing needs of the school.

Pension

Subject to meeting the qualifying conditions, support staff are eligible for the Aegon pension scheme. The school will contribute 8% if the staff contributes a minimum of 4% of their salary into the scheme. Please note that this is a defined-contribution pension scheme.

Healthcare

Staff may benefit from a heavily subsidised private healthcare plan run by Bupa. To join, a full time member of staff has to contribute £100 per annum. The spouse and dependent children may also join the scheme at the prevailing corporate rate.

The school also offers a free flu jab to those staff who wish to take this up and this is administered on site during the school day by a nurse.

Lunch

Staff may enjoy a complimentary lunch in the school's Refectory during term-time.

Personal Development

As a learning community, the school looks to invest in and develop staff with creative use of staff training days. We promote a 'coaching culture', encouraging the development and use of coaching skills. We aim to be flexible in our approach, recognising that 'good' and 'effective' CPD looks different at different stages in our careers and lives. The school offers free access to online CPD providers alongside individual-specific CPD opportunities, which are generous and include use of Sabbaticals.

Salary Sacrifice Schemes

Norwich School offers the Cycle to Work scheme.

NOTE: Please note that Norwich School is located in the centre of Norwich with very limited parking. The successful candidate may apply for a parking space, but success will be dependent on availability and on meeting the school's criteria for awarding parking spaces. However, the school is well served by public transport systems. Bus stops are located just outside the Cathedral gates and there are frequent services for the various Park 'n' Ride car parks as well as for other parts of the city and county. The Norwich mainline train station is only 5-10 minutes' walk from the school.