



JOB DESCRIPTION

The Manor Drive Secondary Academy are committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

JOB TITLE: Admin Team Support Assistant

RESPONSIBLE TO: PA TO THE HEADTEACHER

LINE MANAGEMENT RESPONSIBILITY: N/A

BUDGET: NONE

OVERALL RESPONSIBILITY:

Providing first line first aid when required to both students and staff. Providing administration support including reprographics and maintaining accurate first aid records.

SECTION 1 - DUTIES:

First Aid

1. Be first point of contact for students and staff in the event of first aid requirement.
2. Be confident to speak with parents / carers regarding first aid issues and reach a suitable solution.
3. Maintain medication and monitor expiry dates and ensure safe storage of medication
4. Maintain efficient administration of Individual Health Care plans.
5. Communicate any specific student requirements to relevant staff in a professional and informative manner.
6. Respond in an efficient manner to any student first aid requirement.
7. Communicate kindly and professionally to students with a view to providing swift and appropriate care.
8. To be responsible for administering prescribed drugs which are necessary to be taken by students during the school day ensuring parent consent is obtained and recorded.
9. Update first aid records and completing accident forms where necessary.
10. Provide timely reporting on first aid incidents and accidents for presentation at the Local Governing Committee meetings.
11. Communicate effectively with internal and external health agencies on a regular basis with a view to seeking advice and support on specific health issues that may affect our students.
12. To conduct a personal evacuation plan (PEEP) for students that are using crutches or are returning from injury that may affect mobility.
13. To make arrangements for vaccinations sessions for the relevant age group students and undertake the necessary communications and ensuring appropriate records are completed

and maintained.

14. To enter all student's medical information into Bromcom in accordance with new and changing medical needs, informing staff of relevant information including for all school trips.
15. Maintain First Aid kits around the school (including those for trips) and ensure they are replenished. Ensure all First Aid medical equipment is in good working order.
16. To keep an accurate list of all accredited First Aiders, report any requirement for training to be booked.

Admin support

1. To undertake reprographics work if and when required, including laminating, cutting and binding.
2. Ensure that printers are fully stocked with paper and toners. Communicate and order with the printer company on a regular basis to monitor usage and book services.
3. Any typing, formatting documents, filing and covering reception where necessary.
4. Using creativity to design and maintain the school notice boards around the building, in classrooms and corridors to ensure the information displayed is timely, relevant and attractively displayed.
5. Order stationary to replenish the school stationary cupboard.
6. Proactively and frequently support with other staff members including teachers to ensure they have suitable stationary for their requirements.
7. Be responsible for combating 'Period Poverty' in school. Placing the annual order of sanitary products and ensuring they are distributed effectively.
8. Assist with room set up for meetings including refreshments and clearing away.

Any other tasks, duties or services that may be reasonably requested.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Academies in relation to the post holder's professional responsibilities and duties.

Elements of this Job Description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.