

**Job description**

<b>Job title</b>	Administration and Welfare	<b>Grade</b>	LBR4
<b>School</b>	Mayespark Primary School		
<b>Reports to</b>	Senior Administrator		
<b>Responsible for</b>	No supervisory responsibility.		
<b>Purpose of job</b>			
Under the instruction/guidance of senior staff: provide general administrative support to the school and welfare duties to children.			
<b>Main duties and responsibilities</b>			
<p>Undertake reception duties, answering general telephone and face to face enquiries and signing in visitors.</p> <p>Be responsible for pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.</p> <p>To co-ordinate, administer and maintain Care Plans for pupils with specific medical needs in conjunction with parents and the School Nurse and any other relevant health care professionals.</p> <p>Triage students presenting as unwell, providing appropriate emergency first aid and encouraging pupils back to class as soon as appropriate.</p> <p>Where necessary, make phone calls home and/or arranging to get pupil home.</p> <p>Ensure visits to medical, accidents treated, medicine administered are recorded daily.</p> <p>To keep an accurate list of all staff accredited with First Aid at Work, together with dates of expiry, and arrange training to ensure that an appropriate number of staff for all areas of school are trained in these skills.</p> <p>Ensure all relevant parental consent forms to administer or carry medicine are obtained</p> <p>Liaise with local health authorities to organise immunisations, vaccinations and health checks, organise the day and supervise students.</p> <p>Advise parents of immunisation programmes and outbreaks of communicable diseases.</p> <p>Management of communication for consent on vaccinations.</p> <p>Record any medical or dietary requirements of new students.</p> <p>Draft and update essential care lists of students with 'need to know' conditions i.e. allergies/medical requirements.</p> <p>Liaise with parents whose child has dietary requirements, organising meetings with catering ensuring that their child's needs within school are met.</p> <p>Support the EVC and teachers with event specific dietary and medical reports, identifying potential issues from student medical / trip forms, preparing medicines</p>			

required to go out on trips.

Ensure that the medical facilities and first aid kits throughout the school are maintained, that all first aid supplies are replenished by regular inspection of stocks.

Provide accident reports to School Business Leader, Headteacher and governors as required.

Assist in arrangements for school visits, events etc.

Provide general clerical/administrative support, e.g. photocopying, filing, completion of standard forms, responding to routine correspondence,

Maintain manual and computerised records/management information systems.

Produce lists/information/data as required e.g. pupils' data.

Undertake typing and word-processing and other IT based tasks.

Take notes at meetings.

Sort and distribute mail, and emails.

Undertake administrative procedures as directed.

Maintain and collate pupil reports.

Undertake routine administration of school lettings and other uses of school premises.

Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, Internet).

Maintain stock and supplies, cataloguing and distributing as required.

Provide general advice and guidance to staff, pupils and others.

Any other duties consistent with the purpose and grade of the post.

## **General**

Attend and participate in relevant meetings, training and other learning activities and performance development as required.

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. To demonstrate an understanding of and a commitment to equal opportunities and diversity and to the standards of customer care.

Be responsible for own health and safety, as well as that of colleagues, pupils and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defects and hazards to management.

Duties and responsibilities of the post may change over time as requirements and circumstances change. The job description does not form part of the post holder's contract of employment.

**Person specification**

<b>Job Title</b>	Administration and Organisation	<b>Grade</b>	4
<b>School</b>	Mayespark Primary School		
<p><b>Education and Qualifications:</b></p> <ul style="list-style-type: none"> <li>• NVQ 2 or equivalent qualification or experience in relevant discipline.</li> <li>• First Aid/Paediatric First Aid qualification</li> </ul>			
<p><b>Experience/Knowledge/Skills:</b></p> <ul style="list-style-type: none"> <li>• General clerical/administrative work.</li> <li>• Appropriate knowledge of first aid.</li> <li>• Knowledge of relevant policies/codes of practice &amp; awareness of relevant legislation.</li> <li>• Good literacy/numeracy skills.</li> <li>• Effective use of ICT packages.</li> <li>• Use of relevant equipment/resources.</li> <li>• Good keyboard skills.</li> <li>• Ability to relate well to children and adults.</li> <li>• Able to work constructively as part of a team, understanding school roles &amp; responsibilities and your own position within these.</li> <li>• Ability to identify own training &amp; development needs &amp; cooperate with means to address these.</li> </ul>			
<p><b>Other job requirements:</b></p> <ul style="list-style-type: none"> <li>• Enhanced DBS check</li> </ul>			