**Job Title: Medical / Administrator Assistant**

**Salary: Kent Range 5**

**Contract: Permanent, full time.**

**Hours: 5 days per week, 37 hours per week**

**39 weeks per year (i.e. term time only + 5 INSET days)**

**Overall Responsibility:**

To be the first port of call within the Student Services department, providing assistance to student queries and delivering health and first aid provision for the students to minor injuries in line with the Frist Aid Policy, whilst providing strong administrative support to the wider School office.

**Main Responsibilities**

*Medical*

* Being the first point of contact for all instances that arise in school for students and staff requiring first aid assistance, including administering first aid for minor injuries (cut and bruises etc)
* Once the pastoral team have completed student’s health care plans enter the information into SIMs.
* Ensuring that the first aid room is prepared daily and all related equipment and supplies are suitably maintained
* Contacting parents/carers if a student needs to go home, adhering to school procedures during the process
* Responsibility for storing, recording and issuing student medication
* Informing the Headteacher of any life-threatening medical issues relating to students
* Reporting to Heads of Year any medical conditions or circumstances causing concern (e.g. excessive visits to the first aid room, suspected bullying)
* Reporting sensitive, controversial or personal issues to the relevant members of staff
* Maintaining the first aid log and sending reports to relevant members of staff
* Preparing and reporting all accidents/incidents, in line with legislation
* Monitor the staff First Aiders list and arrange retraining when needed.

*Administrative*

Providing administrative support within the School Office, ensuring that a professional and efficient service is provided at all times. This includes, but is not limited to:

* Perform Admin Tasks Relating To Pupils requirements
* Responsibility for student reception and supporting its students
* Being responsible for keeping up to date with the requirements of the role, by attending appropriate INSET and meetings, and keeping abreast of changes in legislation;
* Being aware of and complying with policies and procedures relating to child protection, equal opportunities and race equality, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person;
* Undertaking any other duties commensurate with the post as may be required by the Headteacher.
* Arrange OPRO and immunisations, working closely with the schools immunisation team and lead staff training as required.

This job description will be reviewed regularly 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 School 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 of the incumbent of the post.

All appointments are subject to a satisfactory DBS Enhanced Disclosure and other safeguarding checks.

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Skills & knowledge** | * Practical First Aid experience. * A minimum if two years’ experience of administration. * Highly effective written and verbal communication skills – ability to compose letters accurately. * Ability to work on own initiative and make decisions as well as a member of a collaborative team. * Good organisation skills, ability to multi-task, prioritise effectively and work to tight deadlines * Discretion, sensitivity and diplomacy. * Excellent interpersonal, oral and written communication skills * Proficiency in using Microsoft Office applications (e.g. Outlook, Word, Excel, PowerPoint). | Previous experience working in a school environment within administration.   * Ability to relate to all personnel and children within the school environment. * Knowledge and experience of whole school procedures, organisation and structure. * Working knowledge of SIMS software package |
| **Qualifications** | * Relevant First Aid qualification, or the flexibility to be sent on relevant Frist Aid training. * Educated to A level equivalent; C or above at GCSE English and Maths. | * Degree |