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**Pastoral Team**

**Administration Officer**

**JOB SPECIFICATION**

**Job Title: Pastoral Team Administration Officer**

**with responsibility of Managing Medical Needs**

**Job Purpose:** To manage the pastoral room and to provide administration support to the pastoral team. Key responsibilities will include leading in the provision of first aid in the school, managing students’ medicines and triaging students when Pastoral Managers are unavailable.

**Responsible to:** SAHT (Pastoral)

**Salary:** KCC Kent Range 5 – starting salary £15,635 to £16,563 (£19,723 to £20,893 FTE)

**Hours of Work:** 35 hours per week, term time only (working hours must cover the school day)

**Specific Accountabilities:**

Administrative

* Undertake administrative tasks for the pastoral team (Senior Assistant Headteacher, Assistant Headteacher, Pastoral Managers)
* Contact parents on behalf of the pastoral team
* Assist with lost property and arrange return of lost uniform where possible
* To liaise with the Attendance Officer in monitoring student’s late arrivals, arranging detentions accordingly
* Arrange detentions as directed by the pastoral team
* Support with pastoral events, providing administration support and helping to organise interventions

Medical

* Liaising with diabetic students and supporting the management of their condition, including ensuring that individual medicines and snack boxes are kept supplied from home
* Creating, updating and organising medical plans by liaison with students and parents
* Creating, updating and organising evacuation plans by liaison with students and parents
* Ensuring first aid training, both personal and of first aid trained staff, is up-to-date, organising training as required
* Produce a first aid rota of staff (to attend incidents)
* Manage first aid room and first aid incidents – including reporting to KCC when required
* Assist with medical incidents, including recording and contacting parents/carers as and when necessary
* Organising training in, and servicing of, evacuation chairs
* Ensuring first aid boxes are fully resources and replenished
* Supporting with school events

**General Accountabilities:**

* To undertake other support duties such as may be agreed from time to time
* Evaluate and improve own practice and take responsibility for personal professional development, maintain and update personal IT expertise to exploit the capabilities of the administration IT network
* Be committed to safeguarding and promoting the welfare of children and young people and follow the safeguarding policy

**Support for the School:**

* To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.
* To contribute to overall ethos, work and vision statement of the school.
* To undertake broadly similar duties commensurate with the level of the post as required by the Headteacher.

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**Administration Officer**

**PERSON SPECIFICATION**

* Good inter-personal skills; appropriate style with the public.
* Reliable.
* Flexible and able to work under pressure.
* Able to take responsibility for designated tasks.
* General experience of working in an administration support environment; knowledge of a range of school procedures relating to the student support centre.
* Educated to Level 2 Diploma (or equivalent).
* Computer literacy – ability to produce a range of accurate documents and standardised reports using Windows WP package and excel spreadsheet and database functions.
* Ability to organise and prioritise workload to achieve deadlines.
* Ability to receive and assess information over telephone or in person and refer to the appropriate person or source of information.
* Ability to investigate queries and anomalies when required.
* Commitment to equalities and the promotion of diversity in all aspects of working.
* Sensitive to matters of confidentiality.
* Familiar with normal office routines.
* Able to learn new administrative systems.
* Able to deal sympathetically but firmly with students

The purpose of this job and person specification is to indicate the general level of responsibility of the post. It is pointed out that the detailed duties may vary from time to time without changing the general character or level of responsibility entailed. There may be the need to provide assistance or undertake such other duties as may be reasonably assigned by the Head teacher or designated deputy.