****

*Our Vision:*

*To develop aspirational learners who strive for excellence academically, creatively and culturally, benefitting from a wide range of opportunities led by inspirational educators.*

**Shirley High School**

**Performing Arts College**

***Striving for Excellence***

**Job Description:**

Post: Admin Assistant (Photocopying & First Aid)

Line Manager: Head of Admin

To provide an effective and efficient administrative support service to the school with particular responsibility for photocopying and first aid.

**Areas of responsibility and guidance:**

**Reprographics:**

* Responsibility for photocopier machines within the school. Duplicating and collating for all staff members on a daily basis.
* Overseeing copying machines to ensure that they are stacked with paper and in good working order. Stacking paper first thing in the morning and last thing at night.
* Checking all form trays in staff room are replenished daily.
* Ordering all supplies for reprographics.
* Maintaining a monthly log on an excel spreadsheet of the number of copies used, each month, on staffroom and reprographic machines and pass these figures to the Finance Assistant. Reports to be completed on the first day of the month.
* Organising the servicing and on-going repair of equipment.
* Maintaining an up-to-date filing system of all work reproduced from teachers and admin staff on a daily basis.

**First Aid:**

* Dealing with all sick students reporting to the medical room, keeping a log of name, form tutor, reason for attending medical and what time student went back to lesson or was sent home.
* Dealing with accidents for both staff and students and keep Line Manager informed.
* Completing an accident form when needed and maintain a current First Aid Certificate.
* Maintaining supplies for first aid.
* Ensuring the student Medical Register is kept up to date.
* Liaising with parents/carers on all accidents and when necessary for sickness.
* Supporting students with more complex medical needs, e.g. epilepsy, diabetes.

**Other Duties:**

* Opening the daily post and distributing to staff via pigeonholes.
* Distributing internal post between Reception / Staffroom and General Office at regular intervals during the day.
* Making sure all the trays are clear before leaving the building.
* Assisting with clerical work in the General Office as appropriate.
* Participate in development and training opportunities.
* Covering Reception when required.

**Support for the School:**

* Being aware of and complying with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person;
* Being aware of and supporting difference and ensure all pupils have equal access to opportunities to learn and develop;
* Contributing to the overall ethos/work/aims of the school;
* Appreciating and supporting the role of other professionals;
* Attending relevant meetings as required;
* Participating in training and other learning activities and performance development as required;
* Occasional class cover supervision for absent staff.

**Personal Qualities:**

* Reliable and conscientious pastoral leader with high expectations in line with the school;
* Demonstrate great communication skills with all within the school community;
* Neat appearance in line with the school policy;
* Ability to work as part of a successful team and work effectively under pressure;
* Have the determination and resilience to ensure that all students are challenged in all aspects of school life.

**Think Green:**

* Support the school in demonstrating good environmental practice (such as energy efficiency, use of sustainable materials, recycling and waste reduction) wherever possible in day-to-day work.

**Safeguarding and Child Protection:**

* To reinforce and enforce the school commitment to safeguarding and promoting the welfare of children and young people.
* Uphold the duty of care to ensure that if there are any concerns relating to the welfare or safety of a child they are immediately relayed to the Designated Person(s) with responsibility for safeguarding children.

|  |  |
| --- | --- |
| Essential | Desirable |
| Experience of relevant technology e.g. photocopiers | Awareness of GDPR / safeguarding |
| Current First Aid certificate | Experience of working in a school |
| Ability to relate well to children and adults | Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these |
| Good numeracy and literacy skills | Ability to self-evaluate learning needs and actively seek learning opportunities |
| Good ICT skills | Willingness to undertake training as required |
| Ability to conduct basic admin tasks e.g. filing |  |
| Very good organisational skills |  |

We want all at SHS to believe in and maintain the values of our school:

