

Hamstel Junior School



Job Description: Admin & Medical Administrator

Responsible to: Office Manager and PA to the Headteacher

Salary/Grade: Level 5 point 7-12

Hours: 30 hours per week, Part time, 8:30am to 4:45pm, (45 mins lunch), 4 days a week

Term time only, plus some additional INSET days TBA as overtime

Duties and Responsibilities

The Admin & Medical Administrator will be required to undertake the tasks outlined below, under the direction of the Office Manager and PA to the Headteacher.

Welfare

- To administer basic first aid and medicine to pupils and staff as required supported, when busy, by other qualified first aiders in keeping with the school's First Aid Policy and advise other staff where appropriate.
- To liaise with parents regarding pupils' sickness/injury
- To liaise with parents regarding care plans and medical needs in school.
- To organise the administration of medication bought into school- to include monitoring expiry dates and sending reminders to ensure all medication is in date and suitable for use
- To liaise with external agencies around medical/health issues in school and any related staff training required
- To manage and order first aid supplies across the school and medical room.
- To ensure all care plans are up to date and are presented to school staff and they understand its contents.
- To administer and organise class first aid supplies, including individual care bags for pupils.
- To assist with the general welfare of pupils.
- To update and edit medical information, including dietary requirements onto the school MIS and to class teacher (Dietary and Medical Needs in Class Sheet)
- To liaise with school meal service regarding pupil dietary requirements, allergies when needed.
- Monitor all First Aiders training dates and advise Headteacher when qualifications require renewing
- Liaise with Hamstel Infants school regarding medical needs for Year 2 children coming to Year 3 and ensure any medical needs are recorded/reported
- Preparation of First Aid bags for First Aiders going on offsite trips
- Organise/monitor/replace School Asthma Packs and AAI pack, as needed and dispose of out-of-date inhalers/AAI
- Create various Medical Reports via the schools MIS and provide to the relevant staff e.g. DASH/Breakfast Club and Activity Club staff

Administration

- To produce reports from school MIS when requested e.g. consents/language abilities/SEND info etc
- To receive, and collate, all paperwork regarding school residential trips and create the relevant folders in triplicate for the use of staff in attendance
- To be responsible for the Inventory system and staff identity card management
- To support parents with their use of the school's cash less system and help with them accessing the system, advice to parents, troubleshooting etc.
- To manage, create and amend club groups, including musical tuition and payment items on the school's cash less system to enable parents to access club provision and payment items for their child.
- To send out communications, where necessary, via the school's cash less system
- To monitor and check payment items for clubs and inform parents of missing payment/debts.
- Data Champion for the school in liaison with the Headteacher around GDPR queries.
- To facilitate and support the Headteacher in the organisation of the end of KS2 SATS papers.
- To amend and complete any pupil information.
- Maintain and update class Fire Lists and provide new copies to relevant staff
- Complete the annual school asset update
- Set up Clubs folders/maintain spreadsheet and make any necessary amendments and update registers/ the school's cash less system as necessary

General

- To ensure the safety and well-being of all pupils in line with the school's safeguarding procedures.
- To be the point of contact for telephone and face to face enquires and take/pass on messages where appropriate.
- Monitor Main Office Inbox
- To undertake any training commensurate with the post.
- All employees are expected to show a responsible attitude to health and safety issues and have due regard for their personal safety and that of others.
- Support, uphold and contribute to the development of the school's equal rights policies and practices in respect of both employment issues and the delivery of services to the community.
- Undertake the duties of the Admin & Attendance Administrator, in times of staff absence or high workload periods.

The above duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.