

Job Description

Post Title:	Administration Officer (Medical and Attendance)
Salary:	WSCC Grade 4 Point 5 plus Crawley Weighting. Full-time equivalent £26,144. Actual Salary: approx. £9,090.
Hours:	Part-Time – 11:00am to 2:00pm, Monday to Friday, Term-Time only (plus INSET). These are set hours, with no room for flexibility.
Contract Type:	Permanent

All duties will be expected to be carried out according to agreed School Policies and Procedures. Due regard will be given to appropriate confidentiality concerning school matters at all times.

Reporting to:	STUDENT SERVICES MANAGER
Responsible for:	<ul style="list-style-type: none"> Supporting the school's First Aid Team Supporting the administrative functions of the school including but not exclusive to those related to medical and attendance
General:	<ul style="list-style-type: none"> To share in the corporate responsibility for the well-being and discipline of the students attending the school.
Key Responsibilities:	<p>FIRST AID</p> <ul style="list-style-type: none"> Provide first aid assessment and treatment as necessary, within the scope of Emergency First Aid at work training – both on referral of students to first aid by school staff and when attending first aid. Assess student needs and act accordingly either by: - treating the student – contacting parent/carer – referring to emergency services. Maintain school first aid boxes / travelling first aid kits and other first aid equipment Administrative tasks associated with the First Aid room including ensuring attendance in the First Aid room is entered on the MIS system along with a record of treatment and medicines administered, ensuring this is communicated home. Responsible for maintaining a register for the administration of controlled drugs. Maintaining register of student medication held in First Aid room along with the expiry dates, liaising with parents to ensure medications held are in date. Liaise with outside agencies including but not restricted to medical professionals and agencies. Arrange medical, vaccination and other health checks as and when required. Support students with medical conditions by liaising with parents to ensure Individual Healthcare Plans and other medical support is in place, including upkeep of school records. Ensure Personal Emergency Evacuation Plan (PEEP) are completed for students at school with an injury. Support the delivery of immunisation programme in schools, including with liaising with immunisation team to provide data required. Carrying out Risk Assessment and facilitating smooth delivery on the day.

	<p>ATTENDANCE</p> <ul style="list-style-type: none"> • To administrate the day to day attendance processes using BROMCOM attendance module. • First day calling as required • Administration, preparation and maintenance of the emergency evacuation registers <p>ADMINISTRATION</p> <ul style="list-style-type: none"> • Be part of a team of administrative staff supporting some staff and all students within the school. Close collaboration and thorough understanding of other roles is expected. This may include but not be restricted to managing medical issues, attendance issues, maintaining student records and liaison with students, parents, staff and outside agencies. In addition, there is a requirement to undertake a range of additional administration duties outside of the key responsibilities of this post which may extend to Reception on occasion. There is an expectation that there will be full engagement in appropriate training.
Generic Duties:	<ul style="list-style-type: none"> • To deputise in the absence of other staff as required • To follow a mutually agreed programme of continuing professional development. • For inset training you will be aligned with the Administration team • Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description in a reflection of the changing needs and circumstances as the school develops and grows.

Signed: (Post Holder) Date:

Signed: (Line Manager) Date:

The particular duties assigned to this post are set out above but should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required. These duties may be reviewed and amended in consultation with the post holder in light of any changes in the requirements and priorities within the school. Such variations are a common occurrence and cannot of themselves justify a re-grading of the post.