

Location: The Bolsover School, Mooracre Lane, Bolsover, S44 6XA

Salary: Redhill Academy Trust Pay Scale, Band 7, Scale Points 32 - 36

Hours of work: Full Time - 37 hours per week, term time only.

Monday – Thursday 07:00am – 15:00pm

Friday 07:00am – 14:30pm

Responsible to: Operations Manager

Post objective: To provide cover administration/administer first aid and general administrative duties within the main school office.

Main Duties and Responsibilities:

Cover

- To arrange the supply cover for absent staff via the Connex platform, ensuring that accurate records are maintained including financial information and giving consideration to both standards and cost at all times.
- To ensure that teachers are deployed for cover only as allowed within the terms and conditions of their employment.
- To ensure that safeguarding procedures are followed at all times and that any agencies used by the school follow stringent pre-employment checks on their staff at all times.
- To induct and direct Supply Teachers upon their arrival into school, ensuring that relevant documentation is seen and documented.
- To administer room changes and room bookings as required during the school day, having liaised with and notified the relevant parties

Administration

- First Aid administration to include
 - Set up and monitor a database to keep details of students with any serious medical conditions.

- To check the medication, we hold to ensure it is in date
 - Monitor and supervise the administration of drugs working with the Student Services staff member
 - Ensure the 2 x defibrators are in full working order at all times
 - Keep the first aid boxes up to date – check every half term
 - Facilitate ordering any first aid equipment that is needed.
 - Keep medical room tidy, useable and accessible
- To administer First Aid and attend to student needs when in the medical room.
 - Accident reports – please chase for the forms and update Office manager / Operations manager
 - Administration of the school minibus including arranging servicing, bookings and general maintenance.
 - Provide administrative support in the main school office
 - To operate all computer based and manual administrative and clerical systems within the school in a secure manner and provide appropriate support for new systems to meet the delegated responsibility of the school under the Education Reform Act.
 - To keep up to date with new legislation, so far as is necessary, for the efficient executing of the role including copy right, GDPR, data protection legislation and maintaining confidentiality
 - To undertake relevant training associated with the role as and when required.
 - Preparation of letters and other documents
 - To carry out any other duties within the overall function commensurate with the grading and level of responsibility of the job, as directed by the Operations Manager.
 - Demonstrate behaviour that is professional, ethical and responsible

Appraisal

Participating in arrangements made in accordance with the school's performance management systems.

Review: Further training and development

Participating in arrangements for your further training and professional development;

AS A MEMBER OF STAFF AT THE BOLSOVER SCHOOL

- To act as a role model to all students
- To be punctual to all assigned duties
- To dress in a professional manner.

- To uphold the school aims and objectives and all associated policies
- To support the behaviour management of the students and report any infringements to the class teacher or the relevant Head of House.

Discipline, Health and Safety

Maintaining good order and discipline among the students and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere;

Participating in meetings at the school which relate to your work.

The role of Administrative Assistant/Cover Administrator involves significant contact with students and with access to potentially sensitive data. The role engages in regulated activity and requires and clear, enhanced DBS.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Person Specification

	Essential	Desirable
Qualifications	Literacy & Numeracy at Level 2	Full Clean Driving License
Experience		A knowledge of Child Protection and Safeguarding regulations Experience in working with young people Previous experience of working in an administrative role and environment Knowledge of basic General Data Protection Regulations First Aid at Work
Personal Qualities / Professional Attributes	Communicate effectively with all stakeholders including children, young people, colleagues, parents/carers, Governors and members of the public. Have a commitment to collaboration and co-operative working Act upon advice and feedback and be open to coaching and mentoring with a willingness to upskill. Demonstrate the positive values, attitudes and behaviour they expect from children and young people Self-confident	Willingness to be an active member of the school community supporting extra-curricular and charitable events.

	Hardworking and enthusiastic Flexible Open and responsive Approachable An ability to maintain strict confidentiality and discretion at all times Enjoys working with young people Reliable with excellent time keeping and attendance record Ability to be adaptable to the changing needs and requirements of the post Totally Trustworthy Ability to prioritise workloads, work under pressure in a methodical and thorough manner and meet tight deadlines. Ability to work independently and as part of a team Able to follow Trust policies at all times A good sense of humour	



THE
BOLSOVER
SCHOOL

ADMINISTRATIVE ASISTANT/ COVER ADMINISTRATOR

Job Description