



JOB DESCRIPTION

Administrative Assistant

Post Title: Administration Assistant
Hours: 37 hours, term time only, plus 1 TE day
Salary: Scale 2 (points 3-4)

Main Purpose of Role:

- To be the first point of contact for the first aid/medical needs of the school, liaising with parents and other relevant professionals (both within school and out) to contribute to the health and safety of the whole school community.
- To be a proactive member of the Pastoral Team
- To provide administration assistance across the school which will also include:
 - The Pastoral Team
 - Reception and Attendance
 - Reprographics
 - Additional Needs
 - Archiving
 - Other similar areas
- To be a proactive member of the school community

Main Duties and Responsibilities:

- To administer first aid and liaise with parents/staff/medical professionals when necessary.
- To receive students who fall ill within the school day, to arrange for parents/carers to collect them and to safeguard the student until collection.
- To complete and maintain the appropriate manual and computerised medical/accident records.
- To liaise with the Designated Safeguarding Lead, School Nurse and other relevant professionals regarding medical concerns/treatment, attending meetings and completing reports when requested.
- To support the organisation of school vaccinations, ensuring that all necessary forms are completed and returned by parents.
- Maintain the register of medicines, liaising with parents to ensure that all medication held is in date and that expired medication is disposed of appropriately.
- To maintain stock and supplies for the Medical Room and first aid boxes throughout the school.
- To undertake the necessary training to gain and maintain the relevant First Aid and Safeguarding qualifications and undertake other additional training as and when required.



The Chase

A SCHOOL OF EXCELLENCE

- To give advice and guidance to staff regarding students' medical conditions and the support required to enable their participation in activities, trips, etc.
- Photocopying and organising areas of work.
- To undertake administrative duties across departments.
- To support with duties on Reception and in the Attendance Office. This may include answering calls, face to face enquires, signing in visitors, listening to voicemails and updating the school MIS system (SIMS).
- To undertake the necessary training to gain and maintain the relevant First Aid and Safeguarding qualifications and undertake other additional training as and when required.

General:

- To take advantage of any available training and professional development opportunities.
- Be aware of and comply with policies and procedures relating to Safeguarding, Health & Safety, Security, Confidentiality and strictly adhere to Data Protection regulations, reporting all concerns to an appropriate person/line manager.
- Contribute to the overall ethos/work/aims of the school.
- Attend and participate in regular meetings when appropriate.
- To support with the invigilation of Exams as and when required.
- If required, to support with the lunchtime supervision of students.