



Edmonton County School

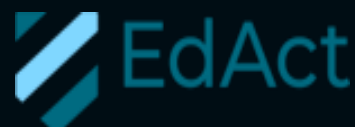
Educating our Community for Success

Admin Assistant/Welfare

Scale 4

Permanent/Part-Time

Required: As soon as possible



Bury Campus

Little Bury Street,
Edmonton,
London, N9 9JZ

Cambridge Campus

Great Cambridge Road,
Enfield EN1 1HQ

Tel: 020 8360 3158 Email: ECSRecruitment@edact.org.uk

Headteacher: Paul Miller

About EdAct



EdAcT

www.edact.org.uk

EdAct comprises Edmonton County Secondary School (Bury and Cambridge Campuses), Lea Valley Academy, Edmonton County Primary School, Salmons Brook School and from September 2023, the Konrad Halls Centre.

Our Academies provide an education for children aged 2-18 in North London. We have been educating young people in this part of London since 1919 and throughout that time our approach has been epitomised by high standards and academic excellence, a tradition that continues today.

Our values of aspiration and achievement, personal responsibility, self-discipline and mutual respect are evident in all our work and result in young people who develop and grow as independent, resourceful and resilient individuals.

The Trust has set out the following vision for its work:

Excellence in all we do

Developing a shared understanding of teaching and learning by sharing strengths and best practice

Ambitious and Accountable to our community for the better use of public funds so more resources are available to address the challenges we face

Creative in our approach to achieving the best for the children

Trusted by the community to provide a high-quality education and a great place to work

As a Trust we are committed to providing the best for the children in our schools but also to offer excellent professional development to our wonderful team of staff. If you join us you will enjoy excellent conditions of service and teach children who are keen to learn and succeed. The success of our Trust means that you will have great career prospects either within the Trust or beyond.

We look forward to hearing from you.

Dr Susan Tranter

Chief Executive

About ECS



Edmonton County School

www.edact.org.uk

[Edmonton County School - Ofsted reports](#)

Edmonton County School (ECS) is a mixed, community, comprehensive school with a long history of providing a high-quality education to the communities of Enfield and Edmonton for children aged 2 to 19. Although we are a large organisation, with over 1900 students and around 250 staff making up our school community, our dual-campus structure means that the young people in our care have the experience of being in a caring and supportive environment that much smaller schools can offer.

ECS has a hard-working and high-calibre staff working as teachers and members of the wider workforce. Our school motto 'Non Nobis Solum' (Not for Ourselves Alone) embodies our core aim which is 'Educating our Community for Success.' The governors, staff and myself share a passionate commitment to meeting the varied individual needs of all our students, in order to ensure they leave ECS with the best possible academic qualifications. We want them to enjoy every aspect of their learning, and we want them to develop as individuals so that they leave us as confident and socially-responsible young people, who are well-equipped to contribute to society and enjoy success in whichever field they choose for themselves.

We are proud of the academic progress that pupils make at ECS. At Key Stage 4 (GCSE), the progress of our students is consistently good, whilst post-16 the progress of our students studying A Levels puts the school in the top 10% of Sixth Forms nationally. Children in our Primary Phase achieve outcomes better than local and national averages. Whilst we continue to enjoy increasingly high standards of academic achievement, we are always ambitious to do even better, and we are continually looking for ways to raise the level of achievement of our students.

Research has shown that strong partnerships between parents and school staff have a positive impact on a child's progress and helps them to feel good about school and their education. I have been teaching in north London schools for over 30 years and have been a senior school leader for 20 years. I know that a successful school and happy children depend on all of us working together.

Working together also ensures that children are getting a consistent message about good behaviours. Our school is a calm, orderly place and we have high expectations regarding attendance, punctuality, attitudes towards learning, showing respect to members of the school community and the wearing of our uniform, both in school and in the local community.

I look forward to hearing from you.

Paul Miller, Headteacher

Job Description: Admin Assistant/Welfare



Post Title: Administrative Assistant/Welfare
Grade: Scale 4
Hours: 14.5 hours per week, 39 weeks per year
Responsible to: Administration Manager

Basic Objectives of the Post: To assist in the smooth running of the school office, under the supervision of the Administration Manager. To take responsibility for the care and welfare of pupils by providing first aid when necessary.

Duties include:

1. To maintain a daily record of all medical incidents and of all pupils who require medical treatment.
2. To check first aid equipment is in good order. To check all First Aid boxes/wallets; to maintain supplies and order when necessary. To ensure that all necessary items are present in adequate supply.
3. To ensure all medical room equipment and materials are clean, tidy and stored correctly.
4. To provide basic medical assistance to all pupils and notify the correct staff member and/or parents as appropriate of the situation. In the event of more serious accidents inform senior staff, parents and request an ambulance if required. Accompany pupils to hospital if necessary and ensure that a full written account of the incident is recorded and a copy of all necessary documentation is passed to the Civic Centre.
5. To liaise with the Year Team and admin team to maintain an up-to-date record of the medical details of all pupils and ensure that medical forms are fully completed by the parent/s of any new pupils to the school and if necessary follow-up for further details. To inform relevant members of staff of pupil medical conditions e.g. P.E. Department/ SENDCo.
6. To generate create risk assessment for pupils who arrive to school with injuries that have been managed by the NHS and inform staff and/or parents of the appropriate measures that have been put in place.
7. To co-ordinate vaccination programmes and general surveillance sessions. To prepare lists of the pupils to receive attention including all relevant details that is required.
8. To communicate with parents by letter or telephone on medical issues, e.g.
 - Informing parents of forthcoming medical inspections, vaccinations etc
 - Informing parents when a pupil is unwell and requires collection from school
 - As directed by the Head of School / Executive Headteacher informing on infectious diseases.
9. To control and monitor medications prescribed to pupils and ensure that medicines are stored securely.
10. To be responsible for archiving student records/files, including sending on to new education establishments.

Continued on next page

Job Description: Admin Assistant/Welfare



11. To co-ordinate reference requests for students who have left.
12. To be an initial point of contact for enquiries, by telephone or in person, advising staff, parents, pupils etc. on administrative procedures and on appropriate sources of help or information. To operate the school's switchboard. To distribute messages, forms, letters, equipment etc. to pupils, parents or staff as necessary.
13. To provide typing and data input for staff as required, some of which is of a confidential nature.
14. To liaise with staff and outside agencies concerning the welfare of students.
15. To assist with general administrative duties, as directed by the Executive Headteacher/Head of School or Administration Manager.

To provide refreshments for visitors as requested by senior staff.

Other Duties

1. To ensure that Data Protection regulations are adhered to throughout the office, informing the Administration Manager of any requests for information other than from approved agencies: DfE, LEA.
2. To exercise responsibility under the Health and Safety at Work Act as laid down or as amended from time to time by school procedures. To ensure all necessary records are accurate.
3. To uphold and further the school's equal opportunities policy and to carry out duties effectively and without discrimination.
4. Any other reasonable duties within the scope of this function and grading as directed by the Executive Headteacher, Head of School or Administration Manager.
5. To act at all times in accordance with school policies and to provide a professional role model for pupils, parents and other staff.

This job description may be amended at any time after consultation with you.



This person specification describes the skills, abilities and experience that we think are needed to do the job successfully. You should think about these carefully when writing the supporting statement part of your application form. We use the person specification as a benchmark against which we assess all candidates.

We will shortlist only those applicants who demonstrate in their application that they meet the criteria set out in the person specification. You should therefore make sure that your supporting statement demonstrates, how your previous experience, skills, qualifications and abilities match all those on the person specification.

You may find it helpful to list each of the person specification criteria as a separate heading and explain how you meet that criterion. When outlining your skills and abilities, try to give examples of your successes and achievements. Simply saying 'I have an understanding of...' is not enough.

- Experience of caring and working with young people would be an advantage.
- Good interpersonal skills; the ability to liaise with outside organisations and agencies, students, parents and staff at all levels essential.
- A First Aid qualification is desirable
- Good communication skills both written and oral.
- Good ICT and typing skills – ability to use Word and Excel confidently.
- Ability to work in an organised and efficient manner.
- Willingness to be flexible and to use initiative.
- Ability to work as part of a team.
- The ability to deal with sensitive information discreetly and confidentially.

How to apply

You can apply online by completing the application form:

<https://edact.org.uk/careers>

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