

Job Description

Job-title:	Medical and Administrative Support Assistant
Hours:	37 hours per week / 39 weeks per year (term time plus 5 x PD days)
Grading/Salary:	Grade 3 / Spine Points 4-6 (£19,264 fte) actual salary starting £16,351 per annum
Accountable to:	Head of School through Senior Line Manager

Stowupland High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

PROFESSIONAL DUTIES

All staff employed at Stowupland are expected to support the culture and ethos of the school as directed by the Head of School.

All staff, including the Medical and Administrative Support Assistant, are expected to accept, abide by, and promote the professional expectations and procedures as outlined in the Staff Handbook, and are expected to adhere to, and actively support, all school policies.

CORE PURPOSE

- To support the ethos and culture of the school as defined by the Head of School
- To support student health and wellbeing, ensuring that statutory requirements are met and that the school engages in good practice
- To promote the welfare and inclusion of students and to contribute to their development and achievement through health education
- To maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with students, parents, staff colleagues and visitors to the school
- To maintain absolute confidentiality and exercise discretion with regard to staff / student information and the schools' business at all times

NOTE:

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Head of School. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.



Stowupland High School

Church Road
Stowupland
Stowmarket
Suffolk
IP14 4BQ

Tel: 01449 674827

Executive Headteacher:
Mr P Whear

Head of School:
Mr D Brewster

Chair of Local Board:
Mrs K Hudson



Founding Partner of the
John Milton Academy Trust

Company no: 10298832

Email: enquiries@stowuplandhighschool.co.uk

Web: www.stowuplandhighschool.co.uk

Stowupland safeguards and promotes the welfare of students and requires all staff and visitors to share this commitment.

PRINCIPAL RESPONSIBILITIES AND TASKS

1. ***First Aid Management***

- Manage the school's first-aid rota
- Maintain the medical room, ordering and storing stock as required
- Maintain accurate records of all first aid interventions in line with school policy
- Attend to any student or staff member who is feeling unwell or who is injured
- Complete Incident Report and 'Near Miss' forms, as required
- Act as the school's Medical Needs in Suffolk (MNIS) Lead
- Liaise with the school's nursing service as required
- Lead the school's immunisation programme
- Act as school's Diabetes Lead

2. ***Administration of Medicines***

- Ensure that information related to the medical needs of students is updated to the school's Management Information System (MIS)
- Oversee the arrangements and administering of all medication in line with the Medical Needs policy
- Ensure record keeping for testing and administration of medication operates in line with statutory guidelines

3. ***Additional Responsibilities: Reception and Admin Support***

- Act as the first point of contact for visitors and carry out security and safeguarding procedures, ensuring that all visitors sign in and out and are issued with ID badges
- Notify appropriate member(s) of staff of the arrival of visitors. Ensure that visitors do not enter the main school building without an escort, unless this has been authorised by the person they are visiting
- Control students' signing out during school hours
- Receive and redirect telephone calls
- Receive and redirect emails
- Arrange hospitality as required
- Undertake copy/word-processing of correspondence reports, etc. for teaching and administrative staff.
- Operate reprographic equipment as required
- Check stock deliveries and refer any queries to suppliers or line manager, as required
- Open general incoming post and communications to the school each day. Forward named correspondence to the addressee. Deal with routine general items and refer more complex issues as appropriate
- Keep the stationery cupboard well stocked and order supplies as necessary
- Dispatch information via Parentmail to parents / carers in accordance with agreed deadlines including:
 - Information regarding trips / visits / school events
 - Letters
 - Other items as requested by the Head of School, Line Manager or other member of the Senior Leadership Team

ADDITIONAL DUTIES

- Form positive professional relationships and work in partnership with colleagues throughout the school and Trust
- Willingly engage with training as required and take responsibility for your own career choices and actively seek CPD opportunities
- Attend meetings where requested
- Take responsibility for your own wellbeing
- Participate in appraisal and the achievement of targets set which will be robust and measurable. Request adequate support to achieve these targets if this is appropriate
- Treat all aspects of the role with the strictest confidentiality
- Be aware of and comply with the policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, referring all concerns to the Designated Safeguarding Lead or Line Manager as appropriate

This job description sets out the major duties associated with this post. It is assumed that other duties of a similar level/nature undertaken within the team are not excluded simply because they are not itemised.

Duties of the post could vary from time to time as a result of new legislation, changes in technology or policy; in this event appropriate training will be provided.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> GCSEs at grades 9 to 4 (A* to C) including English and maths First Aid at Work certificate Training in safeguarding procedures Willingness to attend further training and the capacity to pass any associated assessments 	<ul style="list-style-type: none"> Nursing qualification Mental Health First Aid
EXPERIENCE	<ul style="list-style-type: none"> Experience of working with children / students Highly competent computer skills, in particular Word, Excel and email Experience of working with others to achieve shared outcomes Experience of liaising with a range of external agencies and members of the public 	<ul style="list-style-type: none"> Experience of working in an 11-18 school Experience of working in a Health setting Experience of using school software packages, i.e. Arbor
SKILLS AND KNOWLEDGE	<ul style="list-style-type: none"> Good literacy and numeracy skills Good written and oral communication skills Competence with ICT and spreadsheets in particular (Excel) Ability to build effective working relationships with learners and adults Ability to work under own initiative with good personal, administrative and time management skills Skills and expertise in understanding the needs of all learners Active listening skills Ability to support the processes and procedures that promote students learning Have a calm and confident manner Be flexible and open to change and enjoy working at a fast pace Demonstrates resilience, motivation and commitment to driving up standards of achievement Ability to work within existing policies and guidelines 	<ul style="list-style-type: none"> Knowledge of guidance and requirements around safeguarding children Understanding of roles and responsibilities within the whole school context An understanding of the structure of leadership within a Multi Academy Trust setting
PERSONAL QUALITIES	<ul style="list-style-type: none"> Ability to be reflective and self-critical and have the emotional resilience to accept challenge Sensitivity and understanding, to help build good relationships with learners A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school Commitment to maintaining high standards of professional conduct and confidentiality at all times Ability to work calmly and professionally under pressure Ability to use initiative Commitment to continued professional development Commitment to safeguarding learners' wellbeing and equality 	