MILL HILL COUNTY HIGH SCHOOL

Headteacher: Andy Stainton B.Ed MBA NPQH FRSA

Worcester Crescent, Mill Hill, London NW7 4LL
Tel: 020 8238 8180

Aiming Higher – Promoting Harmony – Achieving Excellence



Student Services Administrator (Part Time)

Candidate Information Pack

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Letter from Andy Stainton, Headteacher

Dear Colleague,

Thank you for your interest in joining our community as Student Services Administrator.

We are creating a brand-new team at our school responsible for providing front-line support to students. We need an efficient and friendly person to deal with all student queries. The role is also responsible for taking the lead in administering first aid.

We are committed to supporting staff wellbeing in a variety of ways. The good working relationships within the staff body, and between staff and students is why many colleagues have chosen to stay with us for the long term. We are also strong in supporting staff career development and colleagues are successful in securing promotions at all levels.

Although we achieve excellent results year on year and are heavily over-subscribed, we are not complacent. We know there is always more to do, and we work together to continuously reflect upon our successes and areas for development. We are keen to hear the voices of all our stakeholders.

Mill Hill County High School is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status, or pregnancy and maternity.

Admission into Year 7 is offered to children of staff with two or more years' service.

If you feel that Mill Hill County High School is the right environment for the next step of your career, we would be delighted to receive your application. If you would like to visit us before applying, we would be happy to see you. Please contact Amanda Leonard, the Head's PA, to make an appointment.

Kind regards,



Andy Stainton
Headteacher

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Title of Post:	**Student Services Administrator (Part Time)**
Salary:	NJC 7 – 8 (£14,504 - £14,708)
Commencement:	January 2027
Contract:	20 hours per week, 10:15 – 14:15 per day
Weeks per Year:	38 weeks per year

We are looking to appoint an enthusiastic, pro-active and diligent person to join our team. Your primary responsibility will be to manage the Student Services reception and to act as the lead first aider with responsibility for care of students who are unwell. To succeed in this role, you must have excellent organisational skills and the ability to communicate with children, their parents or guardians, and teachers. If you meet these requirements, and you also have a genuine interest in improving children's lives, we'd like to hear from you.

If you would like an informal conversation about this post or would like to visit the school please email your request to the headteacher's PA, at leonarda@mhchs.org.uk or alternatively to apply for this post please email your completed application form to leonarda@mhchs.org.uk.

Closing Date: 9am, Monday 23rd November 2026

Mill Hill County High School is an Equal Opportunities Employer.
We comply fully with the ethos of safer recruitment and undertake
all relevant checks, including enhanced DBS clearance.

We reserve the right to appoint a suitable candidate prior to the deadline.

HOW TO FIND US

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JOB DESCRIPTION

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Salary:	NJC 7 – 8 (£14,504 - £14,708)
Commencement:	January 2027
Contract:	20 hours per week, 10:15 – 14:15 per day
Weeks per Year:	38 weeks per year
Purpose:	To support the effective day to day running of student services, including taking the lead on first aid alongside the full time Student Services Administrator post.
Reporting to:	Deputy Headteacher for Pastoral

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Job Description:

General responsibilities

- Maintain a friendly, positive and supportive approach to students and to maintain positive relationships with them.
- Provide for the day to day needs of students, for example: provision of timetables, directions to classes and provision of information.
- Produce and distribute student ID Cards
- Administer student lockers
- Receive, retain and manage and lost property
- Develop health care and support plans for students
- Coordinate and maintain Individual medical Care Plans for students with specific medical needs in
- Support with the organisation of school vaccinations
- Assess First Aid problems presented by students and staff, taking appropriate action in the event of an emergency and communicating with staff and parents as necessary.
- Accompany students, where the need arises, to hospital and remain with them until parents arrive.
- Be responsible for the safe-keeping of prescribed drugs in a locked cupboard and maintaining clear records, logging each time medicine is administered by the individual student.
- Attend to minor medical needs of students, such as administering plasters, bandages etc as required, and look after students who feel ill.
- Enter all student medical information into SIMS, maintain accurate records in accordance with new and changing medical needs, and inform staff of relevant information, including for all school trips.
- Keep an up-to-date accident record book, including details of injuries, make any required RIDDOR reports for accidents at work (with the support of the Business and Finance Director in charge of Health and Safety).
- Review patterns of accidents and provide a report to the Health and Safety Committee.
- Carry out monthly stock audits of all First Aid boxes and First Aid kits throughout the school (including those used for trips) and ensure they are replenished.
- Any other duties as required by Senior Management.

Knowledge, Experience and Skills

Essential:

- Present a high standard of personal appearance in accordance with the School ethos and values of Aiming Higher, Promoting Harmony and Achieving Excellence.
- Keep up to date with all relevant training; including First Aid, Anaphylaxis Awareness, Diabetes Awareness and Epilepsy awareness.
- Be familiar with, and adhere to, relevant parts of the School Health and Safety policy.
- Follow Safeguarding, Confidentiality and Data Protection (GDPR), reporting all concerns to an appropriate person.
- Excellent organisational and administrative skills
- Ability to demonstrate initiative and independence as well as work within a team
- Ability to remain calm and focused under pressure whilst completing tasks efficiently
- Excellent attendance and punctuality
- Flexibility in responding to new and changing priorities
- Computer literacy and ability to keep up to date records for medical records

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- Excellent communication skills: the ability to communicate effectively verbally and in written forms with a range of stakeholders

Desirable:

- Previous experience of working within a similar role.
- First Aid Qualified (training will be provided)
- Experience with SIMS

Safeguarding

The school is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making an appointment to this post. We expect all postholders to undertake annual safeguarding and child protection training including familiarisation with national policy updates to Keeping Children Safe in Education

Additional Information

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role and accept any reasonable alterations to this job description that may from time to time be necessary in response to the changing demands and needs of the school.

