



**Location:** Tupton Hall School, Station New Road, Old Tupton, Chesterfield S42 6LG

**Salary:** Redhill Academy Trust Pay Scale, Band 6, Scale Points 29 – 32

**Hours of work:** 35 hours per week, term time +1 week (Monday – Friday 8.00am – 3.30pm)

**Responsible to:** Operations Manager

**Post objective:** To effectively support the Student Services reception meeting the needs of the students whilst maintaining various student related systems.

Main Duties and Responsibilities:

- First point of contact for First Aid provision, ensuring accurate records are maintained and that school's Health and Safety policy and Accident Reporting Systems are followed at all times.
- To administer first aid to students, staff and visitors as and when required updating information as appropriate
- Update student records for medical needs, both hard copies and on the computer, liaising with staff where necessary.
- Year 7 transition for students with medical needs including preparation of Risk Assessments.
- Support with ad-hoc risk assessments for students with short-term medical needs.
- Provide information relating to medical issues for school visits.
- To support the Student Services reception meeting the various needs of the students and staff, this may include issuing of various documents/timetables.
- Maintain First Aid boxes.
- To provide support for student travel arrangements including the issuing of student bus passes.
- To support with the organisation of annual student photographs in school.
- To support with the maintenance of the administration of the School Free Meals system and cashless catering (biometrics).
- To support with the planning and supervising of student vaccination programmes taking place in school through liaison with health professionals.
- To support with on call duties, making calls home when requested by senior leadership.
- Contact with parents relating to students at DRIC or at risk of short term suspensions.
- 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 take part in the School Performance Management/Development Review System.
- To undertake any training considered relevant to the post.
- To carry out any other duties within the overall function commensurate with the grading and level of responsibility of the job, as delegated to you by the Operations Manager.

#### General

- Liaison with other departments and support staff over matters relating to House Support and whole - school issues.
- Attendance at staff meetings and INSET activities where relevant.
- Assist with supervision of students outside the classroom, including break duties, where requested.
- To uphold and actively support the school's policies and procedures.
- Undertake any other duties which might be reasonably be regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.

**This post involves working closely with young people and is therefore categorised as engaging in regulated activity.**



	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	Literacy and Numeracy at Level 2  IT Literate	First Aid at Work  Defib Trained
<b>Experience</b>	Previous experience of working in an administrative role and environment  Experience working in a school environment  Knowledge of basic General Data Protection Regulations	A knowledge of Child Protection and Safeguarding regulations  Experience in working with young
<b>Qualities</b>	Demonstrate the positive values, attitudes and behaviour they expect from children and young people  Self-confident, Hardworking and enthusiastic  Flexible, Approachable	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

	<p>An ability to maintain strict confidentiality and discretion at all times</p> <p>Ability to prioritise workloads, work under pressure in a methodical and thorough manner and meet tight deadlines</p> <p>Ability to work independently and as part of a team</p> <p>Able to follow Trust policies at all times</p> <p>Willingness to be an active member of the school community supporting with events outside of normal school day.</p>	
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