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| **Welfare/Administrative Assistant****Cranford Park Academy** |
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| **Job Description** |
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| **Reporting to** | Office Manager & PA to Principal |
| **Grade** | 3 |
| **Date evaluated** | March 2018 |
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| **Job Purpose** |
| To support the welfare of children and adults within and outside the school as appropriate, and to manage systems that enable the school to best track and support pupils attendance. |
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| **Key Accountabilities** |
| The following list is not intended to be exhaustive but indicates the range of duties and the level of responsibility involved.**Main Duties and Responsibilities*** Ensure accurate medical records and administration of first aid and medication are kept;
* Provide an administrative pupil service, including the production of reports, compilation of letters to parents, external agencies etc;
* Take part in accompanying pupils outside school;
* Responsible for effectively managing procedures related to admissions and attendance e.g. truancy, absences, lateness and attendance data;
* Support other areas of the administration team during busy periods or absence.
* Ensure all applicable staff members have received up-to-date (and relevant) First Aid

 training* Ensure any child requiring authorised medication (e.g. inhalers) has the applicable product on site (and in date) at all times
* Maintain supply of First Aid products
* Organise visits from outside agencies, i.e. School Nurse, dentist and any other applicable agencies
* Liaise with School Attendance with regards to child medical absence

**General*** Maintain confidentiality in and outside the workplace;
* Support the implementation of academy policies;
* Promote the inclusion and acceptance of all pupils;
* Be aware of and understand safeguarding protocol and procedures and the importance of taking appropriate action;
* Attend and participate in meetings and training opportunities;
* Carry out any other reasonable tasks/duties as required by The Trust in accordance with the needs of The Trust.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation. |
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| **Confidentiality** |
| During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of The Park Federation Academy Trust or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.  |
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| **Data Protection** |
| During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 2018. |
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| **Safeguarding** |
| In accordance with the commitment of The Park Federation Academy Trust to follow and adhere to the Department for Education guidance entitled “Keeping Children Safe in Education”, it is the individual’s responsibility to promote and safeguard the welfare of children and young people in the Academy. A satisfactory DBS check is required for this post. |

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| **Person Specification** |
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| **Criteria** | **Essential** | **Desirable** |
| **Experience & Qualifications** | * GCSE in English and Mathematics (or equivalent);
* A valid First Aid at Work certificate;
* Office/Administration experience commensurate with post;
* Experienced at dealing with confidential information appropriately.
 | * Previous knowledge of the Education system;
* Experience working with Arbo
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| **Skills & Knowledge** | * To be literate and numerate;
* Ability to work to tight deadlines;
* Possess good communication skills;
* Basic ICT skills;
* Ability to respond to a wide range of enquiries;
* Knowledge of office support processes;
* Good record maintenance skills including information retrieval;
* Accurate data input skills.
 | * A community language.
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| **Personal Qualities** | * Excellent interpersonal skills;
* Able to work on own initiative;
* Prepared to work flexibly within reason;
* Reliable;
* Sensitive and confidential;
* Able to work independently and as part of a team.
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