

JOB DESCRIPTION

Administration Assistant/First Aider

Permanent

Salary Scale – Band 4 SCP 6 Pro rata – 25 hpw

Term Time only

Reporting to the Admin Lead

Overall Objectives of the Post:

Under the instruction / guidance of senior staff you will provide general administrative support to facilitate the day to day running of the school office. You will also be one of the main contacts for all first aid incidents each morning and you will cover the Reception desk as needed.

Key Tasks of the Post:

You will provide an efficient and effective organisational support to the school. You will:

Provide general admin support e.g. photocopying, filing and more specific admin tasks

Produce lists, information, data as required e.g. student data

Undertake word-processing and other IT based tasks

Operate relevant equipment/ICT packages (e.g. Word, Excel spreadsheets, Internet)

Along with the receptionist, ensure areas around the main reception area are kept tidy

Provide general advice and guidance to staff, students and others

Each morning administer first aid to any student or colleague that requires it

Assist with maintaining the first aid medical log of all incidents

Assist with ensuring first aid kits are stocked and ordering a stock of equipment and materials as needed

Reception – you will cover reception at break and lunchtime

You will act as the first point of contact for parents and visitors, presenting a positive and professional image

Deal with all enquiries, face to face or by telephone in a calm, professional and sensitive manner

Monitor emails sent to the school email address from staff or external sources

Sign in visitors and monitor the digital InVentry sign in system

You will be aware of and comply with policies and procedures relating to child protection, confidentiality and data protection, reporting any concerns to the appropriate person

General requirements
You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with
Comply with all requirements of health & safety legislation
Be aware of and comply with policies and procedures relating to security, confidentiality and data protection, reporting all concerns to an appropriate person
Be an exemplary role model for staff and students, ensuring personal wellbeing and presentation is paramount
Develop effective and positive working relationships with other colleagues within the school
Contribute to the overall ethos/work/aims of the school
Appreciate and support the role of other professionals
Attend and participate in relevant meetings as required

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety. The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

PERSON SPECIFICATION

Administration Assistant/First Aider

We shall be looking for applicants who can fulfil the following criteria:

Essential	Desirable	How Assessed
Qualifications and Knowledge		
<ul style="list-style-type: none"> A minimum of 5 GCSE'S grade 4/C or above or equivalent including English and Maths First Aid at work qualification or willingness to obtain this prior to start date 	<ul style="list-style-type: none"> Evidence of post-qualification continued professional development 	Application form Interview
Experience		
<ul style="list-style-type: none"> Recent experience of general administration work Recent experience of using IT packages within the work environment including Microsoft Office packages, especially Word, Excel and Outlook Recent experience of liaising with agencies and individuals by both verbal and written communication 	<ul style="list-style-type: none"> Experience of using a School Management information system Experience of working in a school setting Experience of Providing first aid and liaising with parents/carers Experience of operating a telephone system/switchboard 	Application form Interview
Skills		
<ul style="list-style-type: none"> High standard of literacy and numeracy Computer literate and proficiency in Microsoft packages, especially Word, Excel and Outlook Ability to prioritise workload effectively An understanding of data protection Able to deal with sensitive issues in a confidential manner Excellent communication skills Excellent interpersonal skills Ability to work on your own initiative Self-motivated Attention to detail, accurate and methodical Commitment to training and CPD opportunities 	<ul style="list-style-type: none"> Ability to use electronic files and databases, e.g. MIS, SIMS, CPOMS. Experience of working in a busy office / school office Knowledge of Keeping Children Safe in Education guidance 	Application form Interview
Personal Qualities		
<ul style="list-style-type: none"> Ability to relate well to children and adults Ability to deal with difficult situations in a proactive manner A calm, professional, sensitive and friendly approach 	<ul style="list-style-type: none"> Excellent interpersonal skills 	Application form Interview
Safeguarding		
<ul style="list-style-type: none"> The post holder will require an enhanced DBS 		DBS Check