

Mortimer Community College

Job Description

Job Title:	Admin Asst/First Aid	Department/Group:	Administration
Level/Salary Range:	Band 4 SCP 6	Reporting to:	Head of Business & Finance

Safer Recruitment Statement

Mortimer Community College is committed to safeguarding and promoting the well-being of children and young people and expects all staff and volunteers to share this commitment.

Main Objectives of Role

To provide an effective and efficient service for the organisational support to the school.

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 the primary contact for all first aid incidents and you will cover the Reception desk as needed.

Duties

Administration:

- provide general admin support e.g. photocopying, filing and more specific admin tasks;
- produce lists, information and data as required e.g. student data;
- undertake typing and word-processing and other IT based tasks;
- collate student reports;
- operate relevant equipment/ICT packages (e.g. Word, Excel spreadsheets);
- maintain and update student information in SIMS, our School Information System;
- maintain stock control of stationery and consumables for the office;
- ensure areas around the main Reception area are kept tidy;
- provide general advice and guidance to staff, students, and others (e.g. visitors).

Reception (you will cover Reception at breaktime and lunchtime):

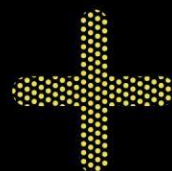
- you will act as the first point of contact for parents and visitors, presenting a positive and professional image;
- deal with all enquiries (face to face and/or by telephone) in a calm, professional and sensitive manner;
- monitor emails sent to the school email address from staff or external sources;
- sign in visitors and monitor the digital EntrySign system;
- be aware of, and comply with, policies and procedures relating to child protection, confidentiality, and data protection, reporting any concerns to the appropriate person.

First Aid:

- responsible for administering first aid to any student or colleague that requires it;
- maintain the first aid medical log of all incidents;
- store, maintain records and administer medication whilst you are on duty;
- ensure first aid kits are stocked and order stock of equipment and materials as required.

General Requirements

South Tyneside Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to produce an Enhanced Certificate of Disclosure from the Disclosure and Barring Service. 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.

Date:

June 2026

