

Reports To: Office Manager/Business Manager

<b>Why</b>	<b>Job Summary:</b> Designated Health and Safety contact within the academy, supporting the Principal to ensure robust compliance and high standards of health and safety. The postholder will also provide administrative support to the Exams Officer and undertake broader administrative duties across the academy as required.
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<b>What</b>	<p><b>Main Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Undertake routine administration tasks, including inventories, reports, data entry, reception duties etc.</li> <li>• Provide clerical support, including word processing, photocopying, filing and emailing.</li> <li>• Sort and distribute incoming and outgoing mail and deliveries as well as incoming emails when required.</li> <li>• Oversee school to home communications on all platforms, including monitoring Class Dojo and drafting letters.</li> <li>• Ensure confidentiality at all times.</li> <li>• Administer First Aid on completion of relevant training.</li> <li>• Website &amp; social media maintenance.</li> <li>• Any other responsibilities deemed appropriate to the level of post.</li> </ul> <p><b>Examination Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Provide administrative support to the exams officer in all aspects of exam planning and delivery.</li> <li>• Maintain accurate and up to date student exam records and databases.</li> <li>• Support filing systems for exam documentation, ensuring compliance with data protection.</li> <li>• Prepare exam rooms in line with regulations.</li> <li>• Support administration of access arrangements.</li> <li>• Respond to routine exam-related queries from staff pupils and parents.</li> </ul> <p><b>Health and Safety Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Providing day to day support to academy staff with health and safety queries</li> <li>• Assist managers/the competent person with completion of risk assessments (if required)</li> <li>• Ensuring that a central academy file of risk assessments is maintained, and electronic copies of these assessments are saved on Smartlog and made available to the Trust's Health &amp; Safety Team as required. NB. a duplicate electronic copy should be kept on a shared drive in the academy.</li> <li>• Collating monthly accident report statistics and sending these to the Health &amp; Safety Team and Health &amp; Safety Representative(s) as required</li> <li>• Ensuring all Health &amp; Safety information in the Academy is up to date, complies with HSE and Trust requirements and is displayed as required (including ensuring that the Health &amp; Safety Notice Board is up to date)</li> <li>• Assisting the Principal in implementing any health and safety procedures/requests as notified by the HSM</li> <li>• Providing the Principal with any Health &amp; Safety information that he/she may require, including notifying them of any potential non-compliance with HSE regulations or Trust policies and procedures.</li> <li>• Liaising with the HSM on health and safety matters within the Academy</li> <li>• Arranging and maintaining records of health &amp; safety training within the academy including First Aid.</li> <li>• Assisting managers in investigating accidents; including where required assisting with taking photographs and witness statements where these may help with any subsequent investigation by the enforcing authority and/or the Trust's insurers.</li> <li>• Arranging and minuting local health and safety meetings (at least one per month) chaired by the Principal and including the academy's Trade Union Health &amp; Safety Representatives and/or Employee Representatives. The minutes of these meetings should be saved on Smartlog.</li> <li>• Ensuring the Principal is made aware of any health and safety issues which they become aware of, which may pose an immediate or future risk so that the Principal can take appropriate action</li> <li>• Meeting with the Principal (minimum of 4 weekly) to discuss health and safety issues and update assurance records.</li> <li>• Maintaining a log of facility time for Trade Union Health &amp; Safety Representatives</li> <li>• Attending all Trust wide HSC meetings as notified by the Health &amp; Safety Team</li> <li>• Co-ordinating completion of the termly assurance statement including checking that documentation is in place for all inspections, maintenance and/ or checks due that term.</li> <li>• Maintaining the Smartlog system in the academy</li> <li>• To ensure medication given is being stored / recorded correctly across the Academy.</li> </ul>
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	<ul style="list-style-type: none"> <li>• <b>The Academy OVC:</b> Undertake administration in relation to school trips and ensure all documentation is present and correct on Evolve, prior to being reviewed by the Principal. This includes proof reading risk assessments, supporting with paperwork, organising venues and transport, and anything else required.</li> </ul>	
How	<u>Competencies</u>	<u>Personal Attributes</u> (level expected when job is conducted to the required standard)
	<b>Framework</b> <i>Seeking to establish the framework and guiding principles; making a positive contribution to the wider life and ethos of the Trust.</i>	Demonstrates the Trust's ethos and adopts high standards of behaviour in their role.
		Know how to recognise potential child abuse or neglect and follow safeguarding procedures.
		Motivates others to take responsibility for their own health and safety.
		Participate effectively as a member of a team, fostering positive relationships.
	<b>Development</b> <i>Monitoring, coaching, guiding and supporting teams and individuals, setting examples of desired behaviours.</i>	Efficient and methodical, monitors and attends to detail; checks for errors.
		Undertake appropriate professional development to secure progress in your career.
	<b>Leading</b> <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i>	Developing practice ensures effective professional contribution across the department.
		Developing supervision skills and provides informal leadership / direction.
		Consults at the start and as appropriate throughout the activity and within the team.
	<b>Task Management</b> <i>Establishing appropriate courses of action for oneself and others to accomplish.</i>	Willing to accept responsibility for own activities and those of the team.
		Involved in setting tasks.
		Makes short term (daily, weekly) considered plans.
	<b>Communication</b> <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i>	Conscientious in adhering to deadlines and perseveres to achieve project tasks.
		Briefs immediate colleagues well, transferring knowledge as appropriate. Giving other opportunity to ask questions and check understanding.
<b>Problem Solving/Decision Making</b> <i>Able to identify a potential problem, propose and assess solutions and decide upon a course of action.</i>	Presents information in a structured and logical way and uses a variety of communication techniques. Taking account of the needs of the audience.	
	Reasons logically and focuses upon solving the problem. Building upon previous experience.	
	Initiates joint decision making within own team.	
	Knows how to report, record and pass on information.	
Context	Interfaces	Internal/External Seek opportunities to collaborate with other professionals beyond the Academies and across the Trust.
		Financial impact/budget Ensure resources are affordable and available to achieve improvement plans and stated strategic objectives.
		English Language Fluency An ability to converse at ease with all customers and provide accurate advice in order to fulfill all spoken aspects of the role through the medium of spoken English.
	Scope	People (directly/indirectly manage) Act as a role model, promoting consistently high expectations of behaviour in a professional and courteous manner.
	Education, Qualifications and Experience (EQE)	<b>Essential:</b> Educated to GCSE grade C/4 standard (or equivalent) in 5 Subjects. Experience of working in an administration role and using Microsoft Office Knowledge of safeguarding procedures Knowledge of Health & Safety legislation as it relates to the work of a school <b>Desirable:</b> Working within an education establishment
	Safeguarding	All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with. As such, all employees will undergo relevant background checks, including a Disclosure and Barring Service (DBS) Enhanced check with Barred List Check, in order to satisfy our statutory obligations.
	Data protection	All adults employed by the Trust have a responsibility for data protection and have a duty to observe and follow the principles of the GDPR Regulations.

Whilst every endeavor has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.