



Student Services Administrator/First Aider

Hours: 37 hours per week - 8am - 4pm (with half an hour unpaid lunch) term time plus 1 week INSET Days

Salary: H5 -£27,254.00 - £29,540.00) Actual Salary £23,688,26 per annum

Contract Type: Permanent

Location: Simon Balle All-through School

Job Description

The Student Services Administrator/ First Aider is a key member of the school support team, providing a professional, caring and welcoming service to students and staff. The role involves supporting the day-to-day running of student reception and assisting with the medical and welfare needs of pupils throughout the school day, acting as the primary first aider in school for students and staff.

The successful candidate will be organised, approachable and calm under pressure, with the ability to deal sensitively and confidently with students and families.

Main responsibilities

Provide a welcoming and professional first point of contact for students, parents and carers.

Manage the student reception area and respond to general enquiries both in person and by telephone-email.

Be responsible for daily attendance for students Y7 - Y13, monitoring absence and updating registers during the school day. Adding planned absences to Arbor.

Responsible for managing and answering the schools main telephone line and incoming enquiries.

Support student welfare by assisting pupils who are unwell, injured or requiring emotional support.

To take charge of first aid incidents and deal with them appropriately, liaising with parents/carers and staff as necessary.

Simon Balle All-through School

Creating tomorrow's citizens today



Support students with medical conditions such as asthma, allergies, diabetes and anaphylaxis in accordance with school policies and training.

To maintain statutory first aid, student and staff injury/illness records in line with school procedures and GDPR requirements.

Monitor students waiting in the medical room and ensure safeguarding procedures are followed at all times.

Use Arbor to locate student information and medical records and amend as necessary

Work closely with safeguarding, pastoral and attendance teams to support student wellbeing and welfare, reporting concerns on CPOMS.

Support educational visits by liaising with the trip leader and preparing the necessary first aid kit for students attending the trip.

School photography planning for secondary phase.

Promote a calm, caring and supportive environment for all students.

Assist students with lost property queries.

Assist with general administration as required.

Be committed to upholding the school's ethos and values