

JOB DESCRIPTION – ADMINISTRATION & MEDICAL NEEDS ASSISTANT

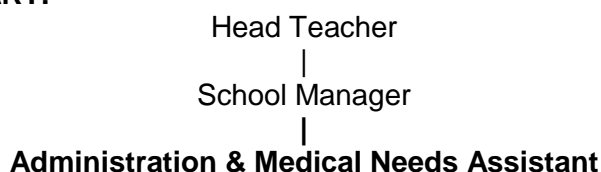
RESPONSIBLE TO: School Manager

GRADE: L3

CONDITIONS: 37 hours per week; Term-time only

PURPOSE OF POST: To undertake a range of administrative, secretarial and clerical duties which support the provision of high-quality administrative services to the school. To be responsible for providing services to ensure that the day-to-day minor medical and welfare needs of students are met (including being a designated first aider).

ORGANISATION CHART:



PRINCIPAL RESPONSIBILITIES:

1. To provide an administrative support service to the school under the direction of the School Manager, which includes a wide range of duties such as word processing policies, procedures and documents ensuring that deadlines are met and confidentiality maintained at all times.
2. To ensure that a full and responsive administration support service is available, including photocopying, printing, emailing, minute taking, diary management, data input and producing regular data reports on behaviour and attendance.
3. To undertake the word processing of letters, memos, reports, minutes and documents to support the school administration team as well as taking telephone messages; making diary appointments and arrangements for visitors; supporting with photocopying, organisation of resources and other administrative requirements.
4. To Maintain accurate data on all manual and computerised records / management information systems (SIMs) in a timely manner.
5. To assist with the preparation, transition and data input for the new Year 7 intake each year.
6. To answer the main school telephone line and ensure messages are recorded and passed to other colleagues in a timely manner, as appropriate.
7. To ensure the medical room is to a professional standard and be oversee the secure storage of and administration of prescribed medication as required by individual students this includes epi-pens and first aid kits, ensuring compliance and appropriate national guidelines/legislation and in line with school policy.

8. To liaise with appropriate public health bodies to organise the administration of public health initiatives such as vaccination programmes (including providing information for parents and working with school staff to organise administration).
9. To undertake any other ad hoc duties as requested by the line manager commensurate with grade which includes staffing the switchboard and reception as and when required.
10. To respect at all times the confidentiality of the work done and to maintain the high standards set and expected.

DIMENSIONS:

Supervisory Management:	N/A
Financial Resources:	N/A
Physical Resources:	Office equipment and materials
Other:	N/A
Physical Effort:	The job is likely to involve some lifting of stationery stocks and equipment on a regular basis. Training will be provided.
Working Environment:	Office environment.

CONTEXT:

All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Improvement Plan. This will mean focussing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment.

This postholder will have a leadership role, will sit on the school's Senior Management Team, and will make a significant contribution to the school's business planning activities, including in relation to the administration and co-ordination of the Ofsted inspections process.

DBS

This post meets the definition of 'Regulated Activity' as defined in the Safeguarding Vulnerable Groups Act 2006 (as amended).

Because of the nature of this job, it will be necessary for an enhanced DBS check to be undertaken. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare all unspent cautions and convictions; and also any adult cautions (simple or conditional), and spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020). A person's criminal record will not in itself prevent a person from being appointed to this post. Applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying. However in the event of the employment being taken up, any failure to disclose such offence, as detailed above, will result in dismissal or disciplinary action by the Authority.

Kempston Academy is committed to working in wider partnership which will promote wellbeing outcomes for young people.

'The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service'.

Person Specification: Administration & Medical Needs Assistant

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E) :- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the essential and desirable criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
Experience	<ul style="list-style-type: none"> Substantial administrative experience including use of ICT. Recent experience of using word-processing, spreadsheets, databases and IT packages. 	1,2 1,2	<ul style="list-style-type: none"> Experience of working in a school environment 	1,2
Skills / Abilities	<ul style="list-style-type: none"> Demonstrable ability to communicate effectively with children and adults. Able to work as a member of a team, but also on own initiative. Able to follow and work within procedures and guidelines Able to draft reports and letters. Able to work within and meet competing deadlines and targets. Able to maintain accuracy and attention to detail 	1,2 1,2 1,2 1,2 1,2 1,2		
Equality Issues	<ul style="list-style-type: none"> Able to demonstrate an understanding of equality principles in service delivery and employment. 	1,2		
Specialist Knowledge	<ul style="list-style-type: none"> Demonstrable knowledge of relevant ICT systems including word processing. Knowledge of Word and Excel. Principles of Health & Safety in an office environment. 	1,2,3 1,2,3	<ul style="list-style-type: none"> Knowledge of SIMS 	1,2
Education and Training	<ul style="list-style-type: none"> NVQ Level 2 in administration or equivalent or equivalent experience. Evidence of personal development. 	1,2,4 1,2	<ul style="list-style-type: none"> First aid certificate, or willingness to train. 	1,2,4

Other Requirements	<ul style="list-style-type: none"> Willing to be responsive to the demands of a changing environment. 	1,2		
	<ul style="list-style-type: none"> Willingness to undertake further work related training. 	1,2		

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an Applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that the School's policies are reflected in all aspects of his/her work, in particular those relating to:

- .Equal Opportunities
- i.Health and Safety
- ii.Data Protection Act (2018)

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people;
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- Emotional resilience in working with challenging behaviours; and, attitudes to use of authority and maintaining discipline.

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