



Administration and Welfare Officer

JOB DESCRIPTION

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| Hours: | 8 hours per week (8.00 a.m. to 4.00 p.m. on a Friday including half an hour unpaid lunch break) |
| Grade: | NJC 8 – 13 Full-time equivalent: £26,824-£29,064 |
| Actual Salary: | £4,548-£4,928 |
| Contract Type: | Permanent, 38 weeks term-time only |
| Line Manager: | Assistant Headteacher |

General Description of Post

The postholder will report to the Assistant Headteacher and will provide a comprehensive administrative support service in order to ensure the smooth running of the student reception.

To undertake duties of the student receptionist, dealing with all student enquiries, lost properties etc.
To act as Welfare Officer, being the first point of contact for students who feel unwell or require first aid.
To support in the management of student records including the filing of student data.

Student Reception

- To be responsible for dealing with day-to-day student reception issues
- To support the Attendance Officer in respect of student attendance, checking lessons for students who are unaccounted for
- To oversee student lockers
- To be responsible for ensuring effective communication to students before school, during break and lunch and after school
- To issue replacement student timetables

Administration

- To support the Assistant Headteacher with administration associated to students
- To support other administrative departments within the school, including reprographics, HR and central admin team
- To support with administration associated with Parents' Evenings, Open Evenings and other key school events and to provide front of house support for these events

Welfare

- To act as a First Aider
- To log details on the first aid database and ensure that the school's medical provision and records are in accordance with the Trust policy
- To monitor the administration of medication and ensure its safekeeping
- To type up care plans for students and distribute to relevant stakeholders
- To support with student vaccinations
- To conduct regular audits of First Aid supplies, ordering replacements where necessary
- To update First Aider lists and have an overview of First Aid training across the school and ensure all is up to date
- To ensure that students' allergy and medical needs are understood and met through the creation of a medical care plan which is communicated across the wider school community as appropriate



Other

- To support admin/reprographics and other departments as and when required
- To maintain a presence around the school to ensure that the highest standards of behaviour and site usage are upheld
- To support the whole school initiatives
- To undertake training and development relevant to the post and in line with the school's priorities

This job description is not exhaustive; it merely outlines the key tasks and responsibilities of the post. These key tasks and responsibilities are subject to change. Any changes will be made in consultation with the post-holder and the school.

Abingdon Learning Trust is committed to safeguarding children and young people. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service Enhanced check. The Trust is fully committed to the principles of equal opportunity, diversity and inclusion and welcomes applications from less well represented groups in the school and Trust. Posts in regulated activity are exempt from the Rehabilitation of Offenders Act (ROA) 1974 and all shortlisted candidates will be required to disclose information about their previous criminal convictions. All staff are expected to promote fundamental British values.

Signed: Date: