Job Description

Post: Administrative Assistant Grade 2

Post holder:

Reporting to: Assistant Head – School Services

1 Core Purpose of the Role:

- To provide admin support to Medical and safeguarding teams ensuring compliance with legislation,
- To create an environment where students aspire, thrive and achieve

2 Duties and Responsibilities

2.1 Ensure efficient clerical support to medical teaching assistant
2.2 Manage medical resources ensuring stock levels are maintained and re ordered in line with the budget
2.3 Ensure pupil profiles and communication logs are updated on a daily basis for both safeguarding and admin
2.4 Ensure data base for accidents and incidents is updated daily and relevant paperwork completed
2.5 Organise paperwork for trips and visits and liaise with class teachers and trip leaders
2.6 To support with paperwork and permission for immunisation and routine doctors appointments
2.7 To support the medical assistant in contacting parents to renew medication
2.8 Ensure permission slips and consents are maintained and MARS sheets updated with information
2.9 Undertake basic first aid training and be a first aider
2.10 Preparing letters home for parents relating to injury/incident then scanning copies
2.11 Supporting the safeguarding admin for the school
2.12 To contact parent/carers and outside agencies where necessary
2.12 General photocopying, scanning and filing
2.12 Ensure all tasks are carried out with due regard to Health and Safety
3. Safe Guarding
   - Undertake mandatory school training in Child Protection Prevent and Safeguarding
   - Be responsible for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.

4. Support for the School
   - To participate in training and other learning activities and performance management as required
   - Support the development and effectiveness of team work within the school environment
   - Develop and maintain working relationships with other professionals
   - Liaise with parents/carers as appropriate
   - Review and develop own professional practice
   - Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
   - Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
   - To adhere to the ethos of the school by:
     o Promoting the agreed vision and aims of the school
     o Setting an example of personal integrity and professionalism
     o Attending appropriate staff meetings and parents evenings

In addition:

a) The above responsibilities are subject to the general duties and responsibilities contained in the most recent statement of conditions of employment.

b) The Governing Body reserves the right to alter the content of this Job Description after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility.

c) The duties described in this Job Description must be carried out in a manner which do not bring the school in disrepute and promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the School's and Local Authority's Equal Opportunities Policy.

d) Professionally support the vision and ethos of the school at all time.

e) Through your actions enable students to aspire, thrive and achieve

f) Selly Oak Trust School is committed to the safeguarding and welfare of all students and expects all staff to share this commitment.
Signed (issued by) ..................................................  Date .............................................

Signed (received by) ..................................................  Date .............................................