



# Job Description

Name:

Job Title:

**Medical / Administrative Assistant**

Band:

**Band 1 Mid Point**

Responsible to:

Office & Marketing Manager

Responsible for:

To provide effective and efficient administration support to the school with responsibility for first aid and care plans.

## **JOB PURPOSE**

- To provide an efficient and professional service to staff, parents and students to the school and offer administrative support to the school.

## **KEY RESPONSIBILITIES**

- Be first contact for student first aid. Ensure all medical records and supplies are up to date.
- Medication – ensuring medication is kept in line with the school policy and all records are kept correctly with regard to the administration of medication to students. Oversee the storage of all medication held on site for students.
- Maintain accurate pupil records on SIMS.net including data collection forms.
- To undertake general administrative duties, as required including reprographics.
- Support the administration of attendance on a daily basis.
- Such other duties as may be required by the Headteacher

## **Specific Responsibilities**

- Administration of Free School Meals entitlement ensuring correct data is collated and records maintained
- Administration and organisation of the student immunisation programme.
- Maintain accurate Care Plans for students and staff.
- The administration and collection of Music tuition fees and bookings. Organise the music lesson timetables and instrumental reports. Liaise with music teachers and parents. Send out reminders to students on a weekly basis to ensure attendance.

## **General Responsibilities**

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace



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- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

## Health and Safety and Student Safeguarding

- Have due regard for the school Health and Safety policy and Safeguarding policy and any such issues particular to their subject
- Follow school procedures for reporting Health and Safety incidents or near misses
- Familiarise yourself with fire regulations and procedures
- Have due regard for student safety and report any concerns to the appropriate school body
- Complete relevant annual TKAT on-line training courses

## Notes

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

Signed:

\_\_\_\_\_ Post Holder  
 \_\_\_\_\_ Line Manager  
 \_\_\_\_\_ Head of School

## APPENDIX 1: Person Specification

General heading	Detail	General Examples	Specific examples (where appropriate)
<b>Qualifications &amp; Experience</b>	<b>Specific qualifications &amp; experience</b>		Successful experience of administrative work in a busy school environment  First aid qualifications <b>or</b> experience essential.
	<b>Knowledge of relevant policies and procedures</b>		Working knowledge of general school policies and procedures
	<b>Literacy</b>		Good reading and writing skills
	<b>Numeracy</b>		Ability to count and undertake complex calculations



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	<b>Technology</b>		Ability to use photocopier  Ability to use word processor, databases and other IT applications
<b>Communication</b>	<b>Written</b>		Ability to complete detailed reports, forms and letters
	<b>Verbal</b>		Ability to exchange verbal information clearly and sensitively with children and adults
	<b>Languages</b>		Overcome communication barriers with children and adults
	<b>Negotiating</b>		Ability to consult with colleagues in an effective way
<b>Working with children</b>	<b>Behaviour Management</b>		Understand and implement the school's behaviour management policy
	<b>SEN</b>		Good Understanding and support the differences in children and adults and respond appropriately in relation to the role
	<b>Curriculum/School organisation</b>		Good understanding of the learning experience provided by the school in relation to the role
	<b>Child Development</b>		Good understanding of the way in which children develop in relation to the role
	<b>Health &amp; Well being</b>		Understand the importance of physical and emotional wellbeing  Ability to support children who may be unwell
<b>Working with others</b>	<b>Working with partners</b>		Understand the role of others working in and with the school