

Job Description

Vacancy Reference No:**Job Title:** Administrative Assistant & Primary First Aider**Job Number:****Directorate:** People**Post Number:****Service:** Schools**Grade: 3****Location:** Whitmore Park Primary School

37 hours per week (8am – 4pm Monday to Thursday and 8am – 3.30pm on Friday), term time only, plus teacher days (39 weeks).

Job Purpose:

Under the direction of the Office Manager ensure the efficient and effective operation of the administrative function and systems within the school, ensuring confidentiality is maintained at all times. Act as Primary First Aider and provide medical support in school.

Main Duties and Responsibilities:**School Meals**

1. Oversee the administration of school meal numbers, processing free school meals, maintain computerised records, and importing and balancing payments received via ParentPay, ensuring that all dinner money is collected.

School Trips, Visits etc.

2. Undertake administrative procedures for various school trips, schemes, school clubs and other activities i.e. maintenance of records and importing and balancing payments received via ParentPay, ensuring that trip money collected.

School Records

3. Within the guidelines of GDPR, process (and dispose of) data and maintain school records:
 - Issue UPNs, requesting when necessary from other schools
 - Update individual records when required
 - Transfer secondary pupils at the end of each year and put new pupils on the database, including pre-school children
 - Ensure all children are rolled on to their new classes at the end of each year
 - Keep medical records up to date and easily accessible
 - Update photographic consent details
 - Enter emergency contact data and update regularly following parental approval, at the beginning of the school year and then termly across the year
 - Produce class and group lists and ensure copies are available to staff.
 - Updating and supervision of school meal numbers including the allocation of meals for children who arrive late to school and notifying the kitchen of any extra meals.
 - Support the Officer Manager in the completion of the School Census reports.

First Aid and Medical Duties

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- Undertake specialist First Aid training as required
- See to sick and injured pupils and staff, including First Aid and emergency cases
- Contact parents to arrange collection of pupils if necessary
- Request ambulances and arrange transfer to hospital where appropriate and also to accompany pupils to hospital if parents cannot be contacted.
- Ensure all medical incidents and accidents are logged correctly as per the schools policies and procedures
- Inform the Senior Leadership Team if pupils need to be sent home through illness.
- Supervise use of the medical room, to ensure it is maintained in good order and report to any defects or faults to the Site Services Officer.
- Ensure First Aid Kits are stocked and maintained in good order at appropriate points around the school, in accordance with Legislation.
- Maintain records of accidents and First Aid given
- Compile basic information on accidents/First Aid treatment for returns, statistics, policies and information for Governors as required
- Attend meetings producing reports if required.
- Liaise with any off site activity leaders when preparing medical information for residential trips, Activity Days and other off site events.
- Work with the Office Manager to organise immunisations for students alongside the Coventry Immunisation team.

General

5. Open the school post each day and ensure it is circulated to the correct staff.
6. Receive visitors into the school, ensuring appropriate safeguarding checks have been undertaken and inform appropriate point of contact.
7. Handle external queries and receive telephone calls, relaying messages to staff.
8. Receive enquiries from parents and other visitors.
9. Make appointments, filter telephone calls and maintain the electronic and hard copy diaries.
10. Send e-mails as required.
11. Undertake word processing, typing, duplication and collating of documents, memos, letters and communication of information.
12. Assist with the administrative preparation and drafting of reports to the School Governing Body and for other agencies as required.
13. Duplicate and collate documents, letters, newsletters, etc. as required, updating the school website as required.
14. Retrieve information from files, as required.
15. Carry out the following tasks to assist in the recruitment process for school staff:
 - Issue information packs to prospective applicants.
16. Attend relevant training courses to update knowledge and extend own understanding of particular areas.

17. Undertake an annual review to discuss achievements against job description and identify areas of training needs.
 18. Provide reports for the Governing Body, DfE and LA, when necessary.
 19. Any other duties and responsibilities within the range of the salary grade.
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All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

This job description may be amended at any time, following consultation between the School Business Manager or Headteacher and the Post-holder. It will be reviewed annually.

Responsible to: Office Manager

Person Specification

Job Title:	Administrative Assistant	Job Number:	
Directorate:	People	Post Number:	
Service:	Schools	Grade:	3
Location:	Whitmore Park Primary School		

Job Requirements	
Knowledge:	<ul style="list-style-type: none"> • An understanding of administrative procedures • An ability to use all office equipment within the context of Health and Safety Regulations

Skills and Abilities:	<ul style="list-style-type: none"> • Able to be a supportive member of a team • Able to communicate, and enjoy working, with children in a sensitive and caring manner within a multicultural setting • Able to prioritise and organise workload to meet deadlines and remain calm under pressure. • Able to liaise and communicate effectively with staff, parents, children and others by telephone and on an interpersonal level, to obtain and give information in a courteous way and to resolve queries and filter callers where appropriate. • Able to draft letters and compose replies and produce statistics and reports as required. • Able to sort, identify, classify, record and file accurately in alphabetical, numerical and subject order. • Able to record and present information in a neat and legible way. • Able to support the provision of secretarial services, e.g. maintain diary, book appointments, arrange meetings and type minutes of meetings. • Able to stay calm with difficult visitors and follow agreed guidelines for such situations. • Able to operate office equipment such as photocopier, computer, fax, etc. • Able to recognise the importance of, and maintain security and confidentiality within, the guidelines of the Child Protection Act. • Able and willing to undertake staff training and development courses. • Possess a good sense of humour.
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Experience:	<ul style="list-style-type: none"> • Proven clerical background covering activities such as typing, filing, maintenance of records, using the telephone, dealing with people. • Maintenance of financial accounts and cash handling. • Word processing experience using Windows packages, e.g. Microsoft Word, Excel. Conversant with using emails and Microsoft outlook • Experience of using SIMS system would be an advantage but training would be given.
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Educational:	<ul style="list-style-type: none"> • CSE's grade C or above in • English and Maths or equivalent • First Aid qualification or willingness to attend training • Word processing to RSA II standard.
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Special Requirements:	<ul style="list-style-type: none">• This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.
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Responsible to: Office Manager

Reviewed and updated in April 2022