**JOB DESCRIPTION**

**ADMINISTRATION ASSISTANT / FIRST AID LEAD**

**Band 4 SCP 6 (Pro Rata)**

**Job Purpose**

**To provide an effective and efficient service for the organisational support to the school:**

Under the instruction / guidance of senior staff you will provide general administrative support to facilitate the day to day running of the school office. You will also be the primary contact for all first aid incidents each morning and you will cover the Reception desk as needed.

**Duties:**

**Administration**

* Provide general admin support e.g. photocopying, filing and more specific admin tasks
* Produce lists, information, data as required e.g. student data
* Undertake typing and word-processing and other IT based tasks
* Collate student reports
* Operate relevant equipment/ICT packages (e.g. Word, Excel spreadsheets, Internet)
* Maintain and update student information in SIMS, our School Information System
* Maintain stock control of stationery and consumables for the office
* Ensure areas around the main reception area are kept tidy
* Provide general advice and guidance to staff, students and others

**Reception – you will cover Reception at break and lunchtime**

* You will act as the first point of contact for parents and visitors, presenting a positive and professional image
* Deal with all enquiries, face to face or by telephone in a calm, professional and sensitive manner
* Monitor emails sent to the school email address from staff or external sources
* Sign in visitors and monitor the digital InVentry sign in system
* You will be aware of and comply with policies and procedures relating to child protection, confidentiality and data protection, reporting any concerns to the appropriate person

**First Aid Lead**

* Responsible each morning for administering first aid to any student or colleague that requires it
* To maintain the first aid medical log of all incidents
* Keep the list of first aiders up to date and arrange refresher training for all
* Store, maintain records and administer medication whilst you are on duty
* Ensure first aid kits are stocked and ordering a stock of equipment and materials as needed

**General requirements:**

* You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with
* Comply with all requirements of health & safety legislation
* Be aware of and comply with policies and procedures relating to security, confidentiality and data protection, reporting all concerns to an appropriate person
* Be an exemplary role model for staff and students, ensuring personal wellbeing and presentation is paramount
* Develop effective and positive working relationships with other colleagues within the school
* Contribute to the overall ethos/work/aims of the school
* Appreciate and support the role of other professionals
  + Attend and participate in relevant meetings as required

South Tyneside Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to produce an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

All employees have a responsibility to undertake training and development as required.

They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others’ health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

**PERSON SPECIFICATION**

**ADMINISTRATION ASSISTANT / FIRST AID LEAD**

We shall be looking for applicants who can fulfil the following criteria:

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|  | **Essential** | **Desirable** | **Method of assessment** |
| Qualifications | * A minimum of 5 GCSE’S grade 4/C or above or equivalent including English and Maths * First Aid at work qualification or willingness to obtain this prior to start date | * Level 3 qualifications | Application letter  Certificates |
| Experience | * Recent experience of general administration work * Recent experience of using IT packages within the work environment including Microsoft Office packages, especially Word, Excel and Outlook * Recent experience of liaising with agencies and individuals by both verbal and written communication | * Experience of using a School Management information system * Experience of working in a school setting * Experience of Providing first aid and liaising with parents/carers * Experience of operating a telephone system/switchboard | Application Form  Interview |
| Knowledge/  Skills/  Aptitudes | * High standard of literacy and numeracy * Computer literate and proficiency in Microsoft packages, especially Word, Excel and Outlook * Ability to prioritise workload effectively * An understanding of data protection * Able to deal with sensitive issues in a confidential manner * Excellent communication skills * Excellent interpersonal skills * Ability to work on your own initiative * Self-motivated * Attention to detail, accurate and methodical * Commitment to training and CPD opportunities | * Ability to use electronic files and databases, e.g. MIS, SIMS, CPOMS. * Experience of working in a busy office / school office * Knowledge of Keeping Children Safe in Education guidance | Application Form  Interview |
| Disposition | * Ability to relate well to children and adults * Ability to deal with difficult situations in a proactive manner * A calm, professional, sensitive and friendly approach * Being able to take a firm but fair approach * Be willing and flexible in tackling a variety of tasks in a busy school environment * A team player, willing to support others |  | Application Form  Interview |
| Safeguarding | The post holder will require an enhanced DBS |  | DBS Check |