

Hazelwood Schools

Job Description



Post title: Admin Officer with Additional Welfare Responsibility
Grade: Scale 4
Reports to: Office Manager/School Business Manager/Headteacher

This job description describes in general terms the normal duties that the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

PURPOSE OF JOB

- To provide an efficient administrative service to meet the needs of the school.
- To take responsibility for the care and welfare of pupils by providing first aid support and management as appropriate.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.

ADMINISTRATIVE DUTIES

- To provide an efficient and welcoming reception service
- To be the initial point of contact for enquiries by telephone or in person, advising staff, parents, pupils, students, etc. on administrative procedure and on appropriate sources of help/information
- Ensuring records are kept confidential and information is maintained in line with the Data Protection Act and other legislation (GDPR)
- Ensure that all visitors are made aware of the school safeguarding procedures, signed in correctly and that security procedures are addressed appropriately and promptly
- Advise parents on procedures relating to new admissions and leavers and process the associated administrative documentation
- Support with the registration and collection of pupils, as well as non-collection at the end of the day
- To produce school documentation including letters, booklets, reports, etc ensuring confidentiality where appropriate
- To send communication via the schools' MIS
- To maintain parents reference file & MIS profiles, e.g. letters sent home for EYFS and KS1
- To maintain texting system and send out messages to staff and parents as and when required
- Liaise with teaching staff
- Undertake reprographics, photocopying and filing as required
- To arrange and organise the school photographer
- Provide personal support to the Headteacher in organisational matters, composing, preparing and typing correspondence and documentation as required
- To assist the Office Manager with the smooth running of the office as required

WELFARE DUTIES

- To provide basic medical assistance to pupils and notify the correct staff member and/or parents as appropriate, of the situation.
- To co-ordinate with the whole staff and the School Nurse to arrange routine medical inspections, vaccination programmes and one to one appointments
- To oversee and review a daily record of all medical incidents
- To maintain all medical equipment and stock levels and ensure the medical room is fit for use
- To meet the needs of diabetic pupils by attending regular training and overseeing diabetic (and booking) relevant staff diabetic training
- To maintain an up-to-date record of the medical details of all pupils and ensure that medical forms and individual health care plans are fully completed

- To inform relevant members of staff of pupil medical conditions
- To communicate with parents on medical issues e.g.:
 - Informing parents of forthcoming medical inspections, vaccinations etc
 - Informing parents when a pupil is unwell and requires collection from school
 - As directed by the information received or the Headteacher informing on infectious diseases
- To control and monitor medications prescribed to pupils and ensure that medicines are stored securely and to liaise with G.P.s when necessary
- To administer epipens as and when necessary
- To organise the first aid training for staff
- Be responsible for providing any school trips' first aid pack for children on class trips, residential and extra-curricular clubs

GENERAL DUTIES

- Promote positive behaviour of all pupils in line with the school behaviour policy
- Assist with seasonal events e.g. open evenings, concerts, and festivals
- Attend appropriate staff meetings and training days/events as requested and required
- Provide support and assistance for children's pastoral needs (e.g. dressing, going to the toilet, caring for sick, injured or distressed children)
- Report any safeguarding or child protection concerns immediately to a Designated Safeguarding Lead
- To set a good example in terms of dress, punctuality and attendance
- To fully support the vision and values of the school and remain professional in conduct at all times
- Contribute to the overall ethos, work and aims of the school by attending relevant meetings and contributing to the development of policies and procedures within the school
- The post holder shall ensure that the duties of the post are undertaken with due regard of the School's Health and Safety Policy and to their personal responsibilities under the provision of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation.

This authority and school are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.