**JOB DESCRIPTION**

Post Title: **Administration Assistant / First Aid** *(Term time + 1 week)*

Responsible to: Office Manager / HR Coordinator

Salary/grade: Scale 3 - £19,312 increasing to £19,698

(Actual salary £16,815 increasing to £17,151)

Hours: 37 hours per week, term time + 1 week

8.00am to 4.00pm Monday to Thursday, 8:00am to 3:30pm Friday.

# Main purpose of the Job

The post holder will provide an efficient and effective administrative support service to the school, in addition to providing first aid and medical support to students and staff at school, arising from accidents or illness. The position is based in the main reception.

**Summary of the main responsibilities and personal duties**

* Handling telephone enquiries from Parents/Carers and the general public
* Welcoming visitors to the school and checking ID
* Typing letters, reports and other documentation as required
* Producing reports and print outs from SIMs
* Signing students in and out of school and checking correct documentation
* Prepare, update and maintain student records
* Sorting and distribution of post and other deliveries
* Co-ordination and distribution of student lockers
* Handling enquiries and questions tactfully and promptly exercising confidentiality
* Assisting the Exams Officer with administration
* Assisting the Finance Manager with administration
* Ordering of stationery supplies
* Arranging cover for lunch and break duties for absent staff
* Administration of lunch duty payments
* Assisting with general administrative duties relating to the work of the school
* Keeping up to date records of free school meal allocations.
* Staff room boards and pigeon hole organisation during the holidays
* Attend staff/department meetings
* Undertake and contribute to staff development
* Comply with health and safety guidelines and policies and procedures of the school
* Carry out any other reasonable duties at the request of the Headteacher

**First Aid**

* Providing first aid treatments as appropriate
* Responding to the medical needs of students and staff during the school day
* Requesting an ambulance for serious illness or injury
* Liaising with pastoral staff to inform them of student illness/accidents
* Contacting Parents/Carers to arrange collection of ill/injured students
* Completion of accident forms
* Liaising with the Welfare Officer to provide a seamless service to the school