

Pastoral /Student Attendance Administration Support Officer Role Profile

Role Title	Administration Support Officer	Reporting to	Attendance Manager
Section	Administration		
Contract type	Permanent. Term time only plus one day	Grade / Salary	Band C SCP 5-6

Part A – JOB DESCRIPTION

Overall purpose of role	Working within the pastoral and attendance team to deliver a comprehensive, professional and customer focused administrative service. Also providing a confidential administrative service to the pastoral team; displaying a high level of administrative, interpersonal, communication and organisational skills. To be responsible for ensuring all medical information, supplies, resources and equipment are safe and secure at all times
Safeguarding Requirements	This post requires the post holder to work in settings with children and young adults. Any employment offer is therefore subject to the results of an Enhanced Disclosure from the Disclosure and Barring Service (DBS). People who may have contact with younger children (i.e. primary school age) are also required to complete a declaration about family or other members of their household.

Key Outputs
<p>General admin</p> <ol style="list-style-type: none"> 1. Ensure confidentiality and compliance with statutory and non-statutory requirements at all times. 2. To support the Attendance Manager and Pastoral team to deliver an effective and efficient administrative service, ensuring staff can focus on teaching and learning of the curriculum and other activities within school. 3. Support the delivery of a student reception service, dealing with student enquiries, lost property and phone calls. 4. To ensure all correspondence and communications are produced to the highest standard within appropriate deadlines. 5. To assist the Attendance Manager/pastoral team to ensure queries and concerns of parents are dealt with promptly and professionally and logged appropriately. 6. Ensure the first aid rota operates effectively and adjustments made when required. 7. Ensure all first aid information, supplies, medicines and equipment are locked safely and securely at all times, that keys to access medicines and equipment are also secure at all times and accessible only to designated first aid staff. 8. Prepare First Aid kits for out-of-school trips and visits. 9. To ensure all first aiders are aware of student and staff medical issues. 10. To provide a general oversight of the health and well-being of students and staff, and provide a direct link between school, home and welfare/health services.

11. To deal with unwell students and administer First Aid.
12. Arrangements for the collections of students and in some instances accompanying students or staff to hospital.
13. To maintain stocks of medical resources and equipment (including personal hygiene and first aid kits).
14. Ensure students on medication receive the appropriate dosage at the correct times
15. Liaison between the school, LA and Health Services, on health matters and policies (including feeder schools in planning support to new students with pre-existing medical conditions), disseminating information to staff as appropriate.
16. Create, in conjunction with other stakeholders such as the SENCo and pastoral staff, individual Health and Care Plans.
17. To assist with the administration of lost property.
18. As part of your wider duties and responsibilities, you are required to promote and actively support the school's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have.
19. Carry out your duties with due regard to current and future school policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, your statement of particulars, induction, and on-going performance development and through school communications.
20. Any other responsibilities commensurate within the requirements for this role or as directed by the Headteacher/Assistant Headteacher Behaviour and Attitudes and flexibility to support colleagues across team as required.

Dimensions (Financial/Statistical/Mandates/Constraints/No. of direct reports)

- No of reportees – N/A
- Range of Teachers 60
- Range of Support Staff 60

Work/Business contacts

Internal: All teachers, support staff, and students.

External: Local Authority, Locala, other organisations that are linked with health care.

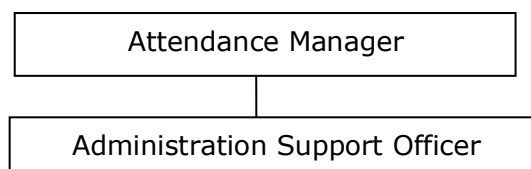
Expertise in Role Required (At selection - Level 1)

Essential or Desirable

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| • First aid qualification (or a willingness to achieve one). | Essential |
| • Ability to carry out general administrative skills and to deal with a variety of tasks such as filing, typing, distribution of post, etc. | Essential |
| • Experience of working in a busy environment and of meeting tight deadlines. | Essential |
| • Ability to comply with strict regulations about confidentiality and behave according to the appropriate protocols. | Essential |

• Ability to demonstrate strong organisational skills, prioritise own workload; and the ability to work to deadlines and under pressure.	Essential
• Excellent Communication skills both written and verbal.	Essential
• GCSE English and Mathematics (Grade C or above).	Essential
• Excellent IT skills.	Essential
• An understanding and commitment to equality and diversity.	Essential
• Experience of education sector.	Desirable
Other (Physical, mobility, local conditions)	
• Is willing to work flexibly within scope of overall hours, e.g. occasional evening meetings.	Essential
• Has a full current UK/European Driving Licence.	Essential
• Has access to a motor vehicle and is prepared to use it for business purposes.	Essential

Structure



Please make sure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criterion on your application form. We recognise and welcome our responsibility to remove any barriers in our recruitment and selection process for disabled people. We have tried to do this, but if you have a disability and identify any barriers in the job description or employee specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this. Candidates will be assessed against the job description and expertise profile from evidence provided in their application form, references and a selection process (including interview). Where criteria are to be identified through the selection process, this may involve written exercises, group discussions, presentations, interview etc.

Signatures

Approved by : CEO _____

Approved by : Post Holder/or Representative _____