



## **Edison Primary School JOB DESCRIPTION**

### **Administration Assistant: Medical Officer**

At Edison, we are committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

#### **Job details**

**Salary: Scale 4 7-10: Edison Pay Scale**

**Hours: 8:15am- 4:15pm, 5 days a week**

**Contract type: Full time and permanent**

**Contract Weeks: 39 weeks including 5 INSET days and 5 admin days**

**Reporting to: Academy Trust Business Lead and Headteacher**

### **Medical & Welfare Officer**

#### **Main Responsibilities**

To provide First Aid assessment and treatment as necessary, within the scope of the Emergency First Aid at work training – both on referral of Pupils to First Aid by school staff and when attending a First Aid incident.

To assess pupil (or staff) needs and act accordingly.

To be readily available to tend to pupils and staff during playtimes and lunchtimes.

To lead on or support staff with relevant personal and intimate care and subsequent health care plans

The post holder will act in support of the First Aid at Work Policy and Procedures and will have an input to this policy and procedure at its review date.

The post holder will be required to hold and continually update the following qualifications such as HSE First Aid at work qualification and Paediatric First Aid, and undertake other training to support the physical and medical needs of pupils (or staff).

Maintain and update the register of first aiders, school first aid boxes/ travelling first aid kits and other first aid equipment.

Provide support for the safety register, updating and logging all incidents and treatments.

Provide support and advice to other school first aid staff.

In liaison with other staff and external agencies to support any other issues relating to pupil health and medical needs at school.



### **Pupil Medical Needs:**

Liaise with the School Nurse where appropriate.

In liaison with the SENDCO, organise, communicate and manage visits by the School Nurse Team to facilitate various tests where and when appropriate for specific pupils.

Organise and support outside agencies (Immunisation Team, Hounslow Health team) in the delivery of key information, forms and consents to pupils via assemblies and other key events.

Be the main point of contact and liaise with parents/carers and the relevant external agencies regarding pupils' individual medical requirements.

Work alongside the school's Attendance Officer in managing pupil absence that is largely due to illness and medical appointments.

When dealing with incidents involving pupils and staff, ensure all accidents on school premises are reported and logged on Medical Tracker.

When dealing with incidents involving pupils and staff, return the appropriate forms where and when required to the Local Authority.

In liaison with the SENDCO and other school staff/agencies support any other issues relating to Pupil Medical Needs at school including Risk Assessments for pupils with mobility issues.

### **Administration Officer Responsibilities**

#### **Main purpose**

The administrative assistant/officer is responsible for supporting the administrative, human resources and organisational processes within the school. They will also act as the initial point of contact for parents/carers, visitors and other stakeholders, so will be an ambassador for the school and embody the value, vision and ethos of the school in all interactions. They will embrace the School's Open Door Policy and be incredibly welcoming to all stakeholders and outside agencies.

#### **Duties and responsibilities**

##### **General administration**

- Assist with managing the school's email inbox, ensuring the school meets its expected response times and that emails are forwarded to the relevant staff member as necessary (within 24 hours)
- Manage and organise completed forms from parents and carers
- Report any issues with the school's IT systems
- Organise and distribute incoming and outgoing post
- Provide administrative support to staff as needed
- Book relevant first aid training courses for all staff
- Assist with organising parents' evenings and other meetings and events, including the organisation of rooms and equipment, and providing refreshments as required
- Keep records in accordance with the school's record retention schedule and data protection law, always ensuring information security and confidentiality

**Front Reception**

- Act as the first point of contact for parents/carers and visitors arriving at the school in a professional and friendly manner
- Deal with telephone and face-to-face enquiries efficiently and in a professional and supportive manner
- Seek support from other colleagues where necessary to respond to complex enquiries
- Respond to messages promptly and accurately, passing on information to relevant staff members as necessary
- Assist staff and pupils with the information and support they need

**Safeguarding**

- Control access to the school in line with the school's safeguarding procedures, including signing in visitors, checking identification as necessary, issuing passes and notifying them of safeguarding and safety procedures
- Be alert to unknown individuals on the school premises and report any concerns in line with the school's procedures
- Administer the school's filtering and monitoring system for online safety, and escalate any safeguarding concerns following the correct safeguarding procedures

**Written communication**

- Write and send email responses that are professional and uphold the school's vision and values
- Update and distribute online and offline communications (e.g. letters, newsletters, social media posts, etc.) to parents, staff and other stakeholders



## Person specification

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• GCSE or equivalent level, including at least a Grade C in English and maths</li> <li>• First Aid Training including Pediatric First Aid, Asthma Training, Diabetes training and relevant training in the use of Adrenaline Auto Injectors</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience working in a school environment or other educational setting</li> <li>• Experience in dealing with First Aid incidents</li> <li>• Experience of a range of medicines including asthma inhalers and AAI's</li> <li>• Experience working directly with pupils and parents</li> <li>• Experience working collaboratively with colleagues</li> <li>• Carrying out administrative tasks</li> <li>• Dealing with face to face and telephone interactions calmly and professionally</li> <li>• Experience of working with a range of agencies</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Effective oral, written and listening skills</li> <li>• Have a good knowledge and keep abreast of statutory attendance policies and procedures</li> <li>• Knowledge of the possible risk assessments</li> <li>• Ability to use IT systems (word processing, spreadsheets, excel, presentation software) and to conduct analysis, to produce reports for and present to a variety of audiences</li> <li>• Ability to create good relationships with pupils, staff and all other stakeholders</li> <li>• Understand data protection, confidentiality and safeguarding</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Willingness to provide the best possible opportunities for all pupils</li> <li>• Deal with challenging situations effectively and professionally</li> <li>• Friendly and polite demeanour always</li> <li>• Organised, proactive and self-motivated</li> <li>• Good time management skills</li> <li>• Commitment to upholding and promoting the ethos and values of the school</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Ability to always maintain confidentiality</li> <li>• Committed to safeguarding, equality, diversity and inclusion</li> </ul>

**Headteacher/line manager's signature:**

**Date**

**Postholder's signature:**

**Date**