



John Taylor Free School				
Job No.	Post Title	Grade	JE Pts	Date
C1178	Administrative Assistant / First Aid	Grade 5 1.0 FTE Term Time Only plus two weeks	404 NJC	April 2008

Statement of Purpose

Under the guidance of senior staff, to be responsible for undertaking administrative, first aid and organisational processes within the school, and to assist with the planning and development of support services.

Support to Pupils, Parents and the Community

- Deal with complex reception/visitor etc. matters.
- Organise school trips/events etc.
- Manage uniform/snack/other 'shops' within the school.
- Provide advice and guidance to staff, pupils and others.

Support to Other Staff

- Contribute to the organisation of support service systems/procedures/policies.
- Supervise, train and develop staff as appropriate.
- Allocate work as appropriate to role to volunteer helpers and / or other staff.
- Provide personal, administrative and organisational support to other staff.
- Provide administrative and organisational support to the SENDCO.

Support to First Aid

- To liaise with parents/carers over student medical and first aid issues.
- To ensure care plans are regularly updated and information is current and made available to teaching staff with regard to trips/school activities.
- To liaise with school health service over arrangements for medical inspections, inoculations, etc.
- To be responsible for the medical room, first aid boxes around the school and the ordering of supplies.
- To be responsible for medicine that students need to take in school.
- Maintain records of first aid administered and school accident book.
- Liaise with SENDCO over students with specific medical needs.

Support Organisational Management

- Manage manual and computerised record/information systems.
- Analyse and evaluate data/information and produce reports/information/data as required.
- Undertake typing and word-processing and complex IT based tasks.



- Operate relevant equipment/complex ICT packages.
- Input orders and payment of invoices using PS Financials system.
- Assist with procurement and sponsorship.
- Assist with marketing and promotion of the school.
- Manage administration of facilities including use of school premises.
- Undertake administration of complex procedures.
- Complete and submit complex forms, returns etc., including those to outside agencies e.g. DCSF.

Support to School

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Comply and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and in particular the regulations relating to GDPR, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

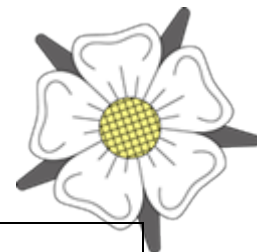
Note 1:

The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.



Person Specification
Administrative Assistant/First Aid
Level 3

Essential Criteria	Measured By
<p>Experience</p> <ul style="list-style-type: none"> • Experience of development, management and operation of administrative systems. • Supervisory experience. 	AF/I
<p>Qualifications/Training</p> <ul style="list-style-type: none"> • NVQ 3 Business and Administration or equivalent qualification or experience in relevant discipline. • Full First Aid Certificate. 	AF
<p>Knowledge/Skills</p> <ul style="list-style-type: none"> • Very good literacy skills. • Effective use of ICT and other specialist equipment/resources. • Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation. • Ability to relate well to children and adults. • Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these. • Good organising, planning and prioritising skills. • Good interpersonal skills. • Ability to direct other adults. 	AF/I



<p>Behavioural Attributes</p> <ul style="list-style-type: none"> • Customer focused. • Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. • Open, honest and an active listener. • Takes responsibility and accountability. • Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service. • Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. • Is committed to the provision and improvement of quality service provision. • Is adaptable to change/embraces and welcomes change. • Acts with pace and urgency being energetic, enthusiastic and decisive. • Communicates effectively. • Has the ability to learn from experiences and challenges. • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills. 	<p>AF/I</p>
---	-------------

AF - Application form | - Interview

Note 1:

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***