



TEACH POOLE – MULTI ACADEMY TRUST

JOB DESCRIPTION

Job Title:	Medical / Admin Support for HALO
School:	TEACH Poole
Salary Grade:	D (Point 5-6)
Responsible to:	Home Academy Liaison Officer
Responsible for:	N/A
Contracted Hours:	32.5 hours per week
Working Times:	8.00am – 3.30pm (1 hour lunch)

Main Job Purpose

- 1) Work within the school as part of a team, under the general direction of the HALO
- 2) First Aid Duties
- 3) To undertake the completion of documentation i.e., report generation and filing to support the HALO as appropriate.
- 4) Provide efficient and effective general administrative support to the school office.

Main Responsibilities and Duties

Support the pupil by:

- 1) Attending to pupils who are feeling unwell or are injured and administering first aid and medicine as required in keeping with the schools' policies.
- 2) Follow individual children's care plans to include diabetes, allergies and pupils requiring catheterisation.
- 3) Contacting parents, when necessary, with regard to medical concerns.
- 4) Under the direction of Senior Staff seeking support from the emergency services or taking them to hospital when necessary.
- 5) Storing and recording the administration of medication appropriately and ordering first aid supplies as necessary.
- 6) Maintaining all first aid boxes, both in school and for school trips.
- 7) Updating staff on any changes to individual pupils' medical needs.
- 8) Record accidents in Accident Book. Liaise with parents regarding children's' sickness/injury and pass on information.
- 9) Work within Child Protection procedures and be aware of Child Protection issues.
- 10) Ensure confidentiality of all medical information.

Admin responsibilities:

- 1) Contribute to the school's administrative and secretarial support through the use of office technology.
- 2) Work with the HALO to carry out administrative tasks such as report writing, minute taking, filing and general work to support the role.
- 3) The post holder will be required to assist with the administration of school registers and data input related to attendance.
- 4) Undertake such other duties as may be required from time to time commensurate with the level of the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.
- 5) Comply with all decisions, policies and standing orders of the Trust and the BCP Council; comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the General Data Protection Act (GDPR).
- 6) Have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the school's agreed procedure.

Support the school by:

- 1) Being aware of and working in accordance with the school's policies and procedures.
- 2) Respecting confidential issues linked to home, other pupils, teachers, work or school.
- 3) Any other curriculum, recreational and support administrative duties which may reasonably be regarded as within the nature of the duties and responsibilities

Support personal development by:

- 1) Participating in the school's appraisal and employee development procedures.
- 2) Attending relevant training and development opportunities as required by the Headteacher.

Generally:

- 1) Support the school's fire and emergency procedures by being familiar with the instructions for staff and children, located in all of the teaching areas, and take appropriate action should the need arise.

Supervision and Management of People

- 1) Little or no supervisory responsibility other than assisting other First Aiders.

Knowledge and Skills

- 1) Ability to undertake work concerning more involved tasks confined to one function area or activity, which requires a good standard of practical knowledge and skills in that area of activity.
- 2) Good level of knowledge of computer applications including Word, Excel, PowerPoint.

Knowledge of ARBOR Management Information System is desirable.

- 3) A high level of accuracy is needed in data entry.
- 4) The post holder must be able to work under their own initiative, and must have good organisational and interpersonal skills.
- 5) The post holder must be able to demonstrate a high level of trust and integrity and maintain confidentiality.

Creativity and Innovation

- 1) At busy times the post holder must be able to prioritise their workload.
- 2) The post holder may be required to create, documents for word processing and data entry, to enable analysis to be undertaken by the appropriate member of staff.
- 3) Creativity is a feature of the job but exercised within the general framework of recognised procedures.

Contacts and Relationships

- 1) Daily contact with all staff, pupils' parents and carers to pass on and receive information, advice, guidance, suggestions and ideas.
- 2) Contacts and relationships are generally not contentious, but outcomes may not be straightforward and may involve identifying details of service need, assessment, and initiating action to provide assistance.

Decisions

- 1) Work is carried out within clearly defined rules and procedures involving decisions chosen from a range of established alternatives.

Resources

- 1) Ensure First Aid supplies are kept up to date and liaise with the Finance Officer to order supplies as necessary.
- 2) The post holder will be responsible for the proper use and safekeeping of ICT equipment and sensitive electronic data.
- 3) The post holder may be responsible for the accurate handling and security of cash and cheques.

Work Environment.

- 1) Work subject to interruptions to the programme of tasks but not involving any significant change to the programme.
- 2) Work requiring normal physical effort and is performed in a heated, lit and ventilated indoor environment.
- 3) Work potentially involves some risk to personnel safety of injury, illness or health problems.
- 4) There will be a requirement to attend to pupils with soiled clothing due to sickness or toileting problems, which may include cleaning up soiled surfaces.

Prepared By: TEACH Poole

PERSON SPECIFICATION

Job Title:	Medical Admin Officer / Support for Inclusion
School:	TEACH Poole
Salary Grade:	D (Point 5-6)

ATTRIBUTES	CRITERIA	METHOD OF ASSESSMENT
Experience	<ul style="list-style-type: none"> • General clerical and administration experience in a busy office environment 	Application form Interview References
Qualifications & Training	<ul style="list-style-type: none"> • 5 GCSE's with a minimum grade C or above in English and Mathematics, or equivalent qualifications or relevant experience • RSA II in word processing/spreadsheets (or equivalent experience) • Full Paediatric First Aid trained • First Aid at Work qualification (desirable) 	Application form Certificates Interview
Aptitudes & Abilities	<ul style="list-style-type: none"> • Computer literate • High level of accuracy and attention to detail • Good word processing skills • Ability to present work in a consistent and professional format • Ability to assimilate information • Good organisational and communication skills • Ability to work under own initiative • Excellent customer care skills • Ability to handle confidential information with discretion 	Application form Interview References Practical testing
Knowledge	<ul style="list-style-type: none"> • Ability to use office technology and operate telephony system • Knowledge of Microsoft Office suite • Competent in data entry/analysis and reporting requirements • Knowledge of school's behaviour and management policy and procedures • Knowledge of school's fire and emergency procedures • Knowledge of Child Safeguarding procedures 	Application form Interview References
Attitude / Motivation	<ul style="list-style-type: none"> • Self motivated 	Application form Interview

	<ul style="list-style-type: none"> • Team player • Good interpersonal skills • A can-do attitude to overcoming obstacles • Preparedness to go above and beyond • Resilience and stamina 	References
Other Factors	<ul style="list-style-type: none"> • Ability to manage and prioritise a busy workload • Willingness to undertake a variety of administrative tasks with accuracy • Commitment to Equal Opportunities • Enhanced DBS check 	Application form Interview References DBS process