Pupil Services Administrator

Job Description

Job Title: Pupil Services Administrator

Responsible to: School Business Manager

Grade: 6

Post Hours: 37 hours term time plus 5 days

Location: Philips High School

PURPOSE OF THE ROLE

Purpose and Objectives of Post:

- To manage school wide First Aid procedures.
- Work collaboratively with all staff and parents in order to support pupil wellbeing.
- Ensure school systems are maintained and act as a point of contact for pupil and parental enquiries.
- Assist in the provision of a full range of administration duties to support the work of the central administration team and School Business Manager.

KEY RESPONSIBILITIES

Duties & Responsibilities: -

- To assess First Aid problems presented by pupils and staff, taking appropriate action in the event of an emergency and communicating with staff and parents as necessary.
- To be responsible for storing and administering prescribed drugs which are necessary to be taken by pupils during the school day, ensuring that parental consent is obtained and recorded.
- To organise vaccinations throughout the year, liaising with the immunisation team.
- To enter all student medical information into Arbor, maintain accurate records in accordance with new and changing medical needs, and inform staff of relevant information, including for all school trips.
- To annually audit medical data, including gathering information about pupil health conditions and ensuring this is accurately recorded.
- Maintaining the Medical Tracker system, including recording all incidents in a timely and accurate manner and carrying out data analysis to identify trends and inform practice. As well as updating the system based on information gathered through School MIS and Data Collection Checks.

- Ensuring that Pupil Incident/Accident Forms are completed by the relevant members of staff, as and when required.
- To monitor and update the school's accident log, including details of injuries, and to report to School Business Manager to ensure that any required RIDDOR reports for accidents at work are made, and data is reviewed for patterns etc.
- To carry out monthly stock audits of all First Aid boxes and First Aid kits throughout the school (including those used for trips) and ensure they are replenished. Ensure all emergency First Aid medical equipment is in good working order.
- Manage the Staff First Aid Rota, ensuring that First Aid provision is available at all times.
- To manage Individual Health Care Plan (IHCP) records on the school's medical tracker, ensuring plans are recorded and followed up when due for review.

Pupil Administration

- To use the School MIS message system to send messages to parents as and when required.
- Respond to all queries from pupils, staff and parents as and when required.
- Ensure all pupil information regarding behaviour, safeguarding, emotional wellbeing and pastoral care is recorded and shared as appropriate.
- Produce lists / information / data as required i.e. student timetables, class lists etc.

Administration

- Undertake general administration duties, including photocopying, filing, emailing and scanning.
- To assist in the Medical Risk Assessments for trips
- To assist in the arrangement for school events.
- To provide administrative support to SLT and school leadership staff as required.

Other

- To work flexibly to meet the changing needs of the Trust.
- Be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise.
- Follow the school ethos and values.
- To keep professional knowledge up to date by attending briefings, undertaking training and keeping abreast of DfE requirements, legislation and procedures.
- To maintain the utmost confidentiality at all times in line with GDPR, with regards to all reports, records, personal data and other information of a sensitive nature.

Note The job holder will be expected to undertake any other duties which are not specifically listed but are within the remit, responsibility, and accountability of the job.

Person Specification

CRITERIA	**Experience, Qualifications and Training:** On their application form, candidates will demonstrate that they have the following training, qualifications and school experience:

ESSENTIAL

- GCSE Maths and English at Grades C or above (or equivalent)
- Experience of Basic First Aid
- Previous experience of working in an office environment, dealing with members of the public
- Proven administration experience

CRITERIA	**Ability, Skills and Knowledge:** In their statement of suitability and during the selection process, candidates will demonstrate that they have the following ability, skills and knowledge:

ESSENTIAL	DESIRABLE
• Ability to communicate verbally and in writing effectively and confidentially with people at all levels • Ability to deliver a high standard of service • Ability to deal with situations under pressure in a tactful, calm and confident manner • Ability to work collaboratively and independently • Able to work flexibly in order to create effective solutions • Self-motivation and personal drive to complete tasks to the required timescales • Flexibility to be able to adapt to changing workloads, demands and new school challenges Ability to work occasional evenings to provide Reception cover for school events	• Demonstrate the ability to operate various software packages i.e. Microsoft Word and Excel

CRITERIA	**Personal style and behaviour:** In their statement of suitability and during the selection process, candidates will explain how they have they demonstrate their personal style and behaviour:

ESSENTIAL	DESIRABLE
• Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work. • Self-motivation and personal drive to complete tasks to the required timescales and quality standards. The flexibility to adapt to changing workloads demands and new school challenges.	