



First Aid and Administration Officer

<p>Team:</p>	<p>Administration Team</p> <p>This role is also part of the Operations Team at Wilson's School, which consists of all support, technical and administrative staff members.</p>
<p>Performance Reviewers:</p>	<p>Senior Administration Manager and member of the Leadership Team</p>
<p>Hours of work:</p>	<p>36 hours per week, across 38 weeks per annum, term time only. Standard working hours of 8am to 4pm Monday to Friday with an unpaid lunch break.</p> <p>Consideration will also be given to strong candidates who would prefer to work part time during the week, in which case, the hours would be:</p> <p>25 hours per week, across 38 weeks per annum, term time only. Standard working hours of 11am to 4pm Monday to Friday with no break.</p>
<p>Place of work:</p>	<p>Wilson's School, Mollison Drive, Wallington, SM6 9JW</p>
<p>Key Purpose:</p>	<p>To act as the school's primary first aider, providing immediate first aid and medical support to pupils, staff and visitors. To manage and administer medical administration for students, including medicines and Individual Healthcare Plans and facilitate pupil immunisations. To provide a high quality and efficient administrative service to the school, including being responsible for the school's reprographic requirements.</p>
<p>Detailed Job Description (Duties & Responsibilities):</p>	<p>First Aid and Medical Room Services</p> <ul style="list-style-type: none"> • Act as the primary first aider dealing with illness and injuries relating to pupils and staff as required, providing a compassionate and appropriate response to all, using reasonable judgement as to when a pupil can be returned back to lessons. • Liaise with parents or emergency contacts when pupils need to be collected from School. • Maintain records of all visits to the medical room appropriately.

- Ensure safe and orderly storage of pupil medications to be kept in School.
- Ensure that all necessary paperwork and parent consent documentation is in place for medications held in School.
- Maintain and implement systems and records to ensure that medications held in School are in date, liaising with parents/carers as required to ensure replacement of out of date medications.
- Maintain and update pupil records to provide accurate information regarding medical conditions.
- Liaise with parents, pastoral staff and external healthcare professionals in order to create/maintain Individual Healthcare Plans for all relevant pupils.
- Proactively support and administer the visits from the school immunisation service including the process for collection of consent in advance, arrangements for the setup of school facilities and liaison with the Heads of Year and other members of staff around the logistics for the days.
- Keep the medical lists available to staff up to date and remind staff of the location on a termly basis.
- Liaise with visit leaders and other administrative staff providing support for school visits to ensure that pupil medications are available for off site visits.
- Ensure that the defibrillators are checked and maintained as required by manufacturer recommendations.
- Oversee the medical room ensuring that adequate first aid equipment and in date consumables are available, ensuring orders are placed as required.
- Ensure that first aid packs located around the School and for school visits are checked on a regular basis to ensure they are in place and contain adequate and in date consumables.
- Maintain records of staff with First Aid at Work and Emergency First Aid at Work training and monitor when renewals or refresher training is required, liaising with the staff, training organisations and the Finance Department as required.
- Undertake any other duties required to ensure the efficient, safe and effective running of the medical room and first aid services including regular communication and liaison with other members of the Operations Team who are involved in providing first aid and medical room cover.
- Act as a signatory for the Reprographics and the First Aid budgets

Reprographics Services

- Undertake reprographics work including (but not limited to) copying documents, producing booklets, preparing exam scripts, producing programmes and leaflets for school events, laminating and binding of documents.
- Receive, prioritise and complete requests for reprographic work in an efficient manner ensuring the completion of tasks to meet deadlines.
- Have regard for value for money in the use of resources whilst delivering the reprographic service.

- Communicate constructively with members of staff, and the Performance Reviewers when necessary, about requests for work, workload and required deadlines.
- Monitor stocks of paper, card and other consumables required for the reprographic service and ensure orders are placed as required.
- Ensure that stocks of consumables and other supplies are stored neatly and appropriately.
- Produce Staff ID badges, taking photographs of new starters liaising closely with the HR & Operations Manager.
- Oversee PaperCut (or equivalent service) ensuring records in the system are kept up to date with staff leavers and starters and assigning to the correct department accounts. Check monthly reports on usage and ensure information about additional reprographic departmental charges for items such as paper and laminates are provided to the Finance Department.
- Manage the day to day running of the multi-functional devices (MFDs) in the school, ensuring that they are well stocked with consumables.
- Liaise with the photocopier contractor for repairs and service visits for all MFDs in the school as required.
- In conjunction with the Finance Department, play a key role in the tender and negotiation of new reprographic contracts as required.
- To have regard to data protection and copyright issues in relation to all copied materials and provide advice on copyright issues to all staff members as required.

Administrative and Operational Support:

- Support individual members of the Administration Team during peak times as directed by the Senior Administration Manager
- Ad hoc administrative tasks as directed by the Senior Administration Manager

Team Responsibilities:

The School's motto is 'Not for oneself but for all'. All members of staff should embody this in their day-to-day support of education at Wilson's School and through contributions to the wider life and ethos of the school. The behaviours below refer to your role in the Administration Team and as a member of the wider Operations Team:

- Adopt and project a positive, professional, 'can-do' attitude with all stakeholders. Appreciate and support the role of other professionals, establishing constructive working relationships.
- Enable and support effective communication and information flow across the team.
- Work with efficiency, liaising with others as necessary about your progress, prioritising tasks to meet agreed deadlines.
- Seek to solve problems as they arise.
- Adopt a collaborative and flexible approach, accepting that systems, structures and routines must flex to support educational provision. Expect to assist other members of staff with tasks and duties in order to promote effective teamwork.

	<ul style="list-style-type: none"> • Act as the official deputy for at least one postholder (identified by the Senior Administration Manager) so that knowledge and expertise is shared. • Provide cover for absent colleagues within the Administration Team as and when required. • On a rota basis, as determined by the Senior Administration Manager, support the administration of A Level and GCSE results days in August. Recompense will be offered via time off in-lieu. • Support, as required, significant events within the School, including (but not limited to): <ul style="list-style-type: none"> ○ Entrance examinations and Aptitude tests ○ Open events ○ Public and internal examinations ○ Book return ○ Visits ○ Prizegiving ○ Founder’s Day ○ Responses to major incidents <p>When this involves work outside of normal working hours, notice will be given and appropriate recompense offered, typically either via time off in-lieu or overtime payment (to be determined at the discretion of the Executive Head).</p> <p>All members of the Operations Team are responsible for ensuring that relevant School operations can continue effectively during holiday periods, even if they do not work at these times.</p>
<p>Training and Development:</p>	<ul style="list-style-type: none"> • Take proactive steps to stay up to date with legislative and regulatory requirements relevant to the role. • Participate in training and other professional development activities provided by the School. • Take responsibility for own professional development, identifying and closing gaps in knowledge, understanding and skills. Seek out and undertake training as appropriate for the role. • Engage actively in the performance management process, addressing appraisal targets set in conjunction with the Performance Reviewers.
<p>General Professional Standards:</p>	<ul style="list-style-type: none"> • Be familiar with and promote safeguarding and child protection requirements, including <i>Keeping Children Safe in Education</i> and the School’s Safeguarding and Child Protection Policy and procedures. • Play a full part in the life of the School, supporting its ethos and values and ensure colleagues and pupils adhere to the School’s expectations. • Be receptive to any reasonable request from a manager to undertake work or other duties of a similar level that are not specified in this job description. • Ensure all interactions with colleagues, pupils and others are professional and courteous, building relationships based on mutual respect and positivity. • Promote equal opportunities and celebrate diversity in all aspects of the School and its community.

- Be aware of and comply with the School's policies and procedures, in particular those relating to staff conduct, pupil conduct, safeguarding, staff absence, staff dress code, health, safety and security, confidentiality and data protection.
- Maintain high standards in attendance and punctuality.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified here and you may reasonably be expected to undertake work or other duties of a similar level that are not specified in this Job Description.

This Job Description will be subject to periodic review. It may be subject to modification by Senior Leaders at any time in consultation with the postholder.