



POST TITLE: Admin Assistant - Medical

LINE MANAGER: Office Manager

WORKING HOURS: 36 hrs a week, 40 weeks per year

KEY PURPOSE OF THE JOB

To provide medical administration and first aid care as part of Student Services. To make sure students, staff and parents are dealt with in a professional and timely manner.

MAIN DUTIES

Key Tasks and Activities:

- Provide and administer first aid and act as 'first call' for all incidents regarding students and staff.
- Responsible for the storage and distribution of medication – ensuring appropriate paperwork is completed. Keeping accurate records of expiry and notifying parents/guardians.
- Ensure that the medical alert book is up to date and staff are aware of student medical needs.
- Responsible for the disposal of expired medication.
- Complete risk assessments and accident reports as a priority.
- Ensure all documents are filed appropriately.
- Ensure all student files in the designated phase are up to date with all relevant information.
- Ensure all medical logs are accurately inputted into Sims on a daily basis.
- To provide support to the Safeguarding team.
- Provide administrative support to the Senior Leadership team.
- Organise Immunisations.
- Maintain and stock the first aid supplies.
- Use the Wisepay system the school uses for parent payments; educating parents, students and staff on how to use the system and answering queries when required.
- Ensure day end procedures are followed for the cashless catering system.
- To be jointly responsible for the schools outgoing and incoming post.
- To cover Reception, greeting visitors and receiving telephone calls as required.



- Provide support for the parents evening booking system when needed.
- To supply administrative support using Word, Excel, PowerPoint and Schoolcomms.
- To assist with exam invigilation if required.
- To be involved in training/INSET activities as identified at annual review.
- To be a qualified first aider and administer as necessary.
- To support the Office Manager as required.
- To cover other areas of Student Services in event of staff absence.

Key Skills and Competencies:

- Excellent Interpersonal and Communication Skills – Written and Oral.
- Excellent Organisation Skills with a systematic approach to workload management.
- Excellent time management, planning and work prioritisation skills.
- Ability to relate well to children and adults.
- Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.
- Ability to self-evaluate learning needs and actively seek learning opportunities.
- Confidentiality of information as appropriate.
- Ability to work under pressure.
- Ability to work on own initiative.
- A flexible attitude to work

NOTES:

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year and it may be subject to modification or amendment at any time after consultation with the holder of the post.