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| Job Title | Welfare and Clerical Assistant |
| Grade | NPS Band 2 point 3 - 5 |
| Reports to | Local Business Manager |
| Liaison with | Central Business Support Team, Lead Finance and HR, Chief Operating Officer, Chief Executive Officer, Trustees, Governing Bodies, Local Authority, External agencies - pupil related |

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| Key Responsibilities of this Role are: |
| To provide an effective and efficient clerical and welfare support to the school.To be the first point of contact at the school reception for parents/carers/pupils and visitors, which will have a positive impact on the reputation of the school/Trust. Promoting and embracing the Trust brand identity at a local level.To be responsible for the preparation and maintenance of the manual and computerised pupil data records, including registration and attendance details.Proactive administrative support to teaching and learning staff – including reprographics as required.Main point of contact for First Aid and First Aid reporting/training To demonstrate collaborative working practices across all schools within the Trust |

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| Main Duties of this Role are: |
| Welfare* To administer first aid to pupils as required, in keeping with the school’s/Trust's policy and complete replenishment orders for first aid supplies as necessary and submit to the Local Business Manager for processing.
* To assist with visits from professionals such as School Nurse, etc.
* To liaise with parents regarding pupils sickness/injury.
* To assist with the general welfare of pupils.
* Prepare and update school information records regarding individual pupil medical/allergies and circulate to relevant areas in a timely manner.
* Work with LBM to produce Care Plans/PEEPs/Risk Assessments/RIDDOR as required
* Responsible for First Aid/Medical Room and replenishment/upkeep of all first aid kits throughout school including mobile kits for MDAs and those used for school trips.

Reception* To be the first point of contact for both telephone and face to face enquiries and take messages where appropriate
* To ensure school security arrangements are always complied with, including the issue of visitor’s badges and signing in via Inventry. Ensure Safeguarding and Emergency Evacuation procedures are understood before visitors are allowed in the building.
* To accept and sign for deliveries as appropriate.
* To positively welcome visitors to the school and always offer hospitality, where visitors may be waiting for appointments.

Clerical* To follow a clear desk policy at all times, ensuring safeguarding and confidentiality rules at all times.
* To follow approved processes and procedures as set out by the Trust through the Lead Finance and HR Manager.
* To proactively support with day-to-day administrative duties relating to teaching and learning, such as reprographics, to ensure a quick and efficient turnaround and therefore vastly reducing the need for classroom staff to undertake this work.
* To undertake typing and word processing as required
* Prepare and facilitate all paperwork relating to pupil admissions/appeals, within timescales, referring to the LBM as necessary to ensure accuracy.
* To undertake filing, photocopying and reprographic work as required, including the basic maintenance of the photocopier.
* To be responsible for the sorting and distributing of incoming post and the sending of outgoing post
* To provide general clerical support as required.
* To be responsible for the preparation and maintenance of the manual and computerised pupil data records, including registration and attendance details.
* To assist with the administration of school visits in liaison with the Local Business Manager, Head of School and teaching staff as appropriate.
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| Other responsibilities relative to this Role are:* To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
* To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
* Ensure that all duties and services provided are in accordance with the School’s Equal Opportunities Policy.
* The Board of Trustees and school Governors are committed to safeguarding and promoting the welfare of children and young people and expects allstaff and volunteers to share in this commitment.
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| The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills and grade. This will always be in consultation with the post holder and any additional training needs identified and discussed with the post holder's line manager. |