



JOB DESCRIPTION – ADMIN TEAM MEMBER & MEDICAL OFFICER

Job Title	Admin Team Member & Medical Officer, incorporating Administrator, Receptionist and Typist
Grade	Band 2
Reports to	Admin Team Leader
Liaison with	Admin Team Leader, Other Staff – Admin and Teaching, Visitors, External Agencies and ECC Staff
Job Purpose	To provide effective, efficient, and professional admin / reception services to internal and external services users/visitors To provide effective, efficient medical services and support to facilitate the wellbeing and welfare within the school
Duties	<ul style="list-style-type: none"> To receive and deal with enquires either face to face, via telephone, email or written communications from parents, staff, students, governors, or external advisors and or visitors To ensure safeguarding procedures are adhered to, to include but not limited to: visitors security procedures, the maintenance of SIMS, data entry onto SIMS, data collection, issuing of student references and distribution of internal / external post and emails To undertake data entry, always ensuring accuracy, to include but not limited to: SIMS, common transfer files and event administration To provide an accurate and efficient admin service to all service users, to include but not limited to production of school/student letters, production of reports, data entry and data management To undertake Main reception duties to cover staff absences as required to meet the high standards of the school, to include but not limited to: meeting and greeting visitors, distribution of post, franking of post and assisting with the administration of school trips and activity days To undertake student reception duties, first point of contact for telephone calls, assisting students, production of ID cards and distribution of items purchased via ParentPay To assist with the administration and delivery of, but not limited to celebration evenings and parent consultation evenings across all year groups To be responsible for the general tidiness of the stationery store and main school office Undertake admin duties relating to the ordering of school stationery and supplies To provide back up support during staff absence within the Sixth Form, Reprographics and Displays departments To be responsible for the transfer of CTF student files to and from other schools, including highly confidential child protection files. To act as first point of contact for all medical emergencies within the school To complete H&S forms as necessary ensuring that all timelines are adhered to To ensure confidentiality of all medical information To administer medication within the school ensuring that all medication is within date To contact parents or carers when pupils are too ill to remain in school including the arrangement of escorts home for sick pupils To maintain a log of students visiting the medical room or requiring attention To hold a first aid at work certificate To facilitate the return of students to class as soon as possible Report any welfare concerns to pastoral teams
General	<ul style="list-style-type: none"> To participate in the performance and development review process, taking personal

	<p>responsibility for identification of learning, development, and training opportunities in discussion with line manager.</p> <ul style="list-style-type: none"> • 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 Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment <p>The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher, Admin Team Leader or School Business Manager to carry out appropriate duties within the context of the job, skills and grade</p>
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