

JOB DESCRIPTION

Job Title: Personal Assistant to the Senior Leadership Team and First Aid Coordinator

Contract: Part time - 37 hours per week term time, plus one week (40 weeks per Year)

Responsible to: Office Manager and Head of School

Pay Grade: Point 22-26 (£23,866 - £26,859 per annum pro rata)

Job Description

This job description may be amended at any time following consultation between the Head of School and Office Manager and will be reviewed annually.

SPECIFIC DUTIES:

Staff at The Gateway Academy are expected to act with honesty and integrity; have strong educational knowledge, keep their knowledge and skills up-to-date and are self-critical; forge positive professional relationships; and work with parents/carers in the best interests of the students.

JOB PURPOSE

- Provide secretarial and administrative support to the Wider Leadership Team including effectively liaising with staff, students, parents and other stakeholders.
- Ensure that first aid provision across the Academy is highly efficient and all stakeholders are fully aware of their specific responsibilities.
- Be actively involved in the GLC Staff Wellbeing Group. Support new and existing staff with external matters, such as finding accommodation and in consultation with the Mental Health and Student Support Manager, provide information to staff regarding well-being and sign post them to relevant agencies that can support them.
- Mentoring key students who have been identified as needing additional support due to their medical conditions, supporting them with their reading skills and academics throughout the academic year.

RESPONSIBILITIES

SECRETARIAL AND ADMINISTRATION DUTIES

- Ensure the staff census is accurate and completed on time by liaising with the relevant people across the Academy.
- Provide confidential secretarial and administrative support to the Wider Leadership Team.
- Provide confidential secretarial and administrative support to staff requiring assistance at Academy.
- Oversee the "Office Documents" email folder (this is generally where staff will email if they require any secretarial/administrative assistance).
- Carry out administration duties as deemed necessary by the Leadership Team.
- Take accurate minutes at meetings as required.
- Take minutes at a GLC Task Group once a half term from 3.30 pm to 5.00 pm
- Produce faculty/department letters and documents as required in the correct format.
- Undertake reception duties / cover Student Services and library as required and ensure all post regarding the Academy is processed.
- Maintain and update relevant lists, including telephone lists, etc.

- Maintain internal stationery stock levels and fulfil any orders as necessary and ensure correct budgets are charged.
- Carry out general office duties to include filing, photocopying, shredding, franking as required.
- Carry out duties across the Academy at break time and lunchtime, ensuring the safeguarding and welfare of all students.
- To provide general clerical support as required.
- Consistently modelling the positive attitudes, values and behaviour which are expected of students at all times.

FIRST AID PROVISION:

- Administer first aid to students, staff and visitors as required, in keeping with the GLC Policy, to liaise and provide support to Student Services with regard to medical/first aid issues including PEEPs and Care Plans.
- Liaise with parents/carers regarding students' sickness/injury and outside clinical staff specialising in a student's condition.
- Have oversight of all matters relating to sick or injured children/staff, collating all accident/incident logs.
- Have adequate up to date First Aid at Work training to include paediatric certificate, sickle cell awareness and EpiPen training.
- Liaise with Health & Safety Manager to ensure all procedures are in place following DfE and HSE Guidance on first aid for schools and report to RIDDOR when necessary.
- Order and ensure that first aid supplies comply with ECC requirements to include maintenance of supplies as required and maintain the budget for first aid.
- Keep up to date records of current medical procedures for students/staff that have potentially serious medical conditions, safe storage of medicines as required to include EpiPens, diabetes back up and asthma pumps etc., put action plans in place as necessary and to ensure care plans are up to date and in place.
- Be responsible for organising all first aid training for staff and maintaining training logs.
- Mentoring key students who have been identified as needing additional support due to their medical conditions, supporting them with their reading skills and academics throughout the academic year.
- Ensure records of all current medical procedures for students/staff are kept up-to-date. Copies of these booklets can be located in the Medical Room/Head Teachers' Office/Progress Leads Offices.

STAFF WELLBEING

- To be actively involved in the GLC Staff Wellbeing Group.
- To be responsible for the planning and collection of monies for staff theatre trips in liaison with the Finance Supervisor.
- To update the staff wellbeing board on a regular basis.
- To liaise with new staff regarding their induction period and offer support regarding accommodation, opening bank accounts, etc if deemed appropriate.
- Support the staff well-being programme and carry out necessary actions in liaison with the Mental Health and Student Support Manager.

FULFIL WIDER PROFESSIONAL RESPONSIBILITIES

- Make a positive contribution to the wider life and ethos of the Academy.
- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support.
- Communicate effectively with parents/carers with regard to students' achievements and well-being.

PERSONAL AND PROFESSIONAL CONDUCT

All staff are expected to demonstrate consistently high standards of personal and professional conduct. Staff working in the Academy uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside the Academy by:

- Treating students with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to a staff member's professional position.
- Having regard for the need to safeguard students' wellbeing, in accordance with statutory provisions.
- Showing tolerance of and respect for the rights of others.
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.
- Ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law.

Staff must have proper and professional regard for the ethos, policies and practices of the Academy in which they work and maintain high standards in their own attendance and punctuality.

Staff must have an understanding of and always act within, the statutory frameworks which sets out their professional duties and responsibilities.

Other professional requirements and duties include:

- Setting a good standard of behaviour and being a good role model for children, supporting Academy Policies on behaviour and discipline and sharing responsibility for the behaviour of all children in the Academy.
- Establishing good relationships with parents/carers, creating trust and confidence, communicating with parents/carers about general Academy issues, curriculum matters, and individual children's progress.
- Developing and maintaining effective systems for communication with staff and the Head of School to ensure continuity of learning, consistency of approach and message.
- Informing the Head of School of any concerns of parents/carers in relation to work or other aspects of education at the earliest opportunity.
- Taking shared responsibility for the care and appearance of the Academy's environment and to encourage all children to have pride in their Academy.
- Being mutually supportive of other staff and the Head of School, to foster good working relationships and a happy working environment.
- Participating in any arrangements for the appraisal of your performance.
- Maintaining Academy confidentiality at all times.
- Ensuring you are aware of your common law duty in relation to the health, safety and welfare of the children in the Academy or when leading activities off the Academy's site and that all such procedures are followed in line with the Academy's Policies and Procedures.

- Knowing the legal responsibilities in relation to the Race Relations Act 1976, Sex Discrimination Act 1975, Children's Act 1989, Child Protection procedures, appropriate physical contact and physical restraint of students and other relevant DFE circulars.

PERSON SPECIFICATION

PA TO THE WIDER LEADERSHIP TEAM / FIRST AID COORDINATOR

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	<ul style="list-style-type: none"> • Ample experience of administrative work in a busy and often challenging environment. • Formal GCSE qualifications (minimum C grade in English) or equivalent. • Formal secretarial accreditations.
	Knowledge of relevant policies and procedures	<ul style="list-style-type: none"> • Working knowledge of general school policies and procedures.
	Literacy	<ul style="list-style-type: none"> • Excellent reading and writing skills.
	Numeracy	<ul style="list-style-type: none"> • Ability to count and undertake complex calculations.
	Technology	<ul style="list-style-type: none"> • Ability to use photocopier. • Ability to use Word / Excel / PowerPoint. • Ability to use SIMS an advantage.
Communication	Written	<ul style="list-style-type: none"> • Ability to complete detailed reports, forms and letters to a deadline.
	Verbal	<ul style="list-style-type: none"> • Ability to exchange verbal information clearly and sensitively with children and adults.
	Languages	<ul style="list-style-type: none"> • Overcome communication barriers with children and adults.
	Negotiating	<ul style="list-style-type: none"> • Ability to consult with colleagues in an effective way.
Working with children	Behaviour Management	<ul style="list-style-type: none"> • Understand and implement the school's Behaviour Management Policy when dealing with students
	Curriculum	<ul style="list-style-type: none"> • Good understanding of the learning experience provided by the Academy.
	Child Development	<ul style="list-style-type: none"> • Good understanding of the way in which children develop and the positive impact that staff can have on supporting students with their academics.
	Health & Well Being	<ul style="list-style-type: none"> • Understand the importance of physical and emotional wellbeing; ability to support children who may be unwell
Working with others	Working with partners	<ul style="list-style-type: none"> • Understand the main roles and responsibilities of colleagues.
	Relationships	<ul style="list-style-type: none"> • Ability to establish rapport and respectful and trusting relationships with children, their families and other adults. • Ability to form productive and positive working relationships.
	Team work	<ul style="list-style-type: none"> • Ability to work effectively with other adults in the school. • Ability to work on own initiative.
	Information	<ul style="list-style-type: none"> • Ability to provide timely and accurate information.

		<ul style="list-style-type: none"> • Ability to deal with complex situations and problem solve.
Responsibilities	Organisational skills	<ul style="list-style-type: none"> • Good organisational skills. • Ability to work accurately with attention to detail.
	Time Management	<ul style="list-style-type: none"> • Ability to manage own time effectively and prioritise workload effectively.
General	Equalities	<ul style="list-style-type: none"> • Demonstrate a commitment to equality.
	Health & Safety	<ul style="list-style-type: none"> • Good understanding of Health & Safety.
	Child Protection	<ul style="list-style-type: none"> • Understand and implement child protection procedures.
	Confidentiality/Data Protection	<ul style="list-style-type: none"> • Understand procedures and legislation relating to confidentiality.
	CPD	<ul style="list-style-type: none"> • Demonstrate a clear commitment to develop and learn. • Ability to effectively evaluate own performance and share knowledge with others.