



Student Welfare and Admin Assistant JOB DESCRIPTION

Role Purpose:

The purpose of this role is to ensure the health, safety, and well-being of pupils by administering medication securely and as required, providing first aid support in line with academy policies, and leading the creation and management of Individual Health Care Plans (IHCPs) for students with complex or long-term medical needs to minimize any impact on their learning. Additionally, the role involves supporting the academy's administrative functions, particularly during the examination period, in collaboration with the examinations officer.

Key Accountabilities:

Reporting to the Exams Officer, this post holder will be accountable for:

- Creating and maintaining a medical register and other registers such as an asthma register.
- Organise and supervise annual specialist training for both staff and pupils alike in medical need conditions such as asthma, epilepsy, anaphylaxis and diabetes.
- Ensure all medical related equipment is in place and valid, such as epi-pens, inhalers, de-fib equipment.
- Complete any medical risk assessments, to supervise and monitor these to conclusion/end.
- Annual Vaccinations – around six events per annum, lead person on arranging and delivering these events.
- Supporting off-site visits and events – Ensure all pupils with medical conditions access and enjoy the same opportunities as per others. Accompany pupils to attend visits/events.
- Record keeping – All records and documents received, processed or created are managed in accordance with policies. Such as and including IHCP'S, administering medication, Risk Assessments, Care plans supplied by external professionals.
- Communicating out to staff all related medical matters.
- Dealing with complex reception and visitor queries. When required, answer routine telephone and face to face enquiries, sign in visitors and undertake general reception duties.
- Contribute to the planning, development and organisation of support service systems, procedures and policies.
- Support in the supervision, training and development of administrative staff.

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- Undertaking administrative duties related to the post such as production of letters, reports and other documents as requested using relevant ICT packages such as spreadsheets, databases, Word, internet and SIMS
- Assist in the input and production of data and information for the Academy using appropriate ICT packages and databases including production of reports
- Maintaining manual and computerised records/returns/management information systems
- Provide administrative support including general communications, managing multiple office calendars, scheduling meetings, managing logistical details, reporting data, organising admissions assessments and all aspects of enrolment and re-enrolment, maintaining positive professional relationships with all departments in the College
- Track and respond to enquiries, extensive and on-going phone, email, and in-person communication
- Ensure accuracy of the database management system
- Support event management and attend on and off campus admission events for prospective and current families
- Maintaining stock and supplies, cataloguing and distributing as required or as directed
- Attending relevant meetings as required and take notes if requested.
- Working alongside the attendance team to support those children whose medical condition/need is impacting upon their attendance. Liaise with professional bodies (CAHMS, GP, Hospital) supporting parent/home visits.
- Providing support to SEMH practitioners via contacts with specific school nursing teams e.g mental health support.

Culture

Responsible for the Health and Safety, security and welfare of self and colleagues in accordance with E-ACT's policies and procedures, reporting all concerns to an appropriate person. Responsible for working in accordance with E-ACT's policy relating to the promotion of Equality, Diversity and Inclusivity.

Medical duties will involve both admin and practical tasks. We want children in our academy to receive a level of care in relation to their emotional and physical needs. In addition, we want parents to be assured that their child's health and medical needs will be well looked after. To achieve these will be through our compliance with Trust policies which outline the steps we need to follow.

Undertake any other duties appropriate to the grade of the post as requested by your Line Manager.

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E-ACT is committed to safeguarding and promoting the welfare of its students and expects all employees and volunteers to share in this commitment.

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PERSON SPECIFICATION

Whether you're a 3 year old in nursery learning to explore the world around you, an 18 year old preparing to go to university, a new teacher understanding the demands of the job, a Head Teacher leading the learning in your academy, a member of the regional team ensuring efficient and effective operations or a trustee scrutinising and challenging the CEO, we want every single person within E-ACT to be driven by three core values:

- We want everyone to **think big** for yourselves and for the world around you;
- We want everyone to **do the right thing** in everything you do, even when this means doing something that's hard, not popular or takes a lot of time;
- We want everyone to show strong **team spirit**, always supporting and driving your team forward

We really believe that if we all do the right thing, support our teams and we all think big, believe big, act big, then the results will be big too!

This means that if you want to be part of E-ACT, you need to be able to embrace and embody these values in all that you do.

OUR VALUES

Thinking Big	<ul style="list-style-type: none">• Show energy, enthusiasm and passion for what you do• Demand the highest quality in all that you do, and in the work of your team• Willing to champion new ideas and think beyond the status quo• Show an ability to think creatively and 'outside of the box' in your area of expertise, continually seeking improvements in what you do to make the organisation better• Be open to new ideas and change where it will have a positive impact on the organisation• Show a willingness to embrace different ideas and ways of thinking to improve E-ACT• Ability to 'look outside' – to continually learn about innovations in your field, new ways of doing things, and bring that learning into your work• Commitment to self-development, and developing your wider Team• Ability to self-reflect on yourself, your performance, and to think about how this could be improved further• Ability to encourage ideas from others in order to improve the organisation and build your team's confidence
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<p>Doing the Right Thing</p>	<ul style="list-style-type: none"> • Have integrity and honesty in all that you do • Make decisions that are based on doing the right thing, even when this means that they're unpopular or will lead to more work • Take responsibility and ownership for your area of work • Have difficult conversations or deliver difficult messages if that's what's required to do the right thing by our pupils • Be transparent and open • Be resilient and trustworthy • Stand firm and stay true to our mission
<p>Showing Team Spirit</p>	<ul style="list-style-type: none"> • Understand how you can have a greater impact as a team than you can as an individual • Understand how you are part of your immediate team but also a much wider organisational team, in working towards our mission • Recognise that everyone is important within E-ACT, and show an ability to build strong working relationships at every level • Recognise and celebrate the success and achievements, no matter how small, of your colleagues • Be generous with sharing your knowledge to help to develop others • Understand and be willing to receive suggestions and input on your area of work from others • Support your colleagues, even when this means staying a little later, or re-prioritising some of your work • Be aware of other peoples' needs and show an ability to offer genuine support • Show an awareness and respect for peoples' differences, and recognise how different characteristics and personal strengths build dynamic and great teams

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KNOWLEDGE, EXPERIENCE & SKILLS

Requirement

E – Essential

Assessed at

A – Application Stage

D – Desirable

I – Interview Stage

P – During the probationary period

		E	D	A	I	P
Organisational Fit	Thinking Big	X		X	X	X
	Doing the Right Thing	X		X	X	X
	Showing Team Spirit	X		X	X	X
Knowledge	GCSE Maths and English minimum grade 4 or equivalent	X		X	X	
	Degree in relevant subject		X	X	X	
	Relevant safeguarding qualification and/or training	X		X	X	
	Knowledge of attendance systems	X		X	X	X
	Knowledge of statutory responsibilities relating school attendance including parental responsibilities	X		X	X	X
	Knowledge of the issues related to working with children who reside in areas of high socio-economic deprivation	X		X	X	X
Experience	Experience in a school environment	X		X	X	X
	Experience of working with external agencies	X		X	X	X
	Experience of extracting and analysing data and running standard reports	X		X	X	X
	Experience of dealing with sensitive and confidential student information	X		X	X	X
	Experience of preparing documentation for external agencies and statutory returns		X	X	X	X
Skills	Ability to work effectively within a team environment	X		X	X	X
	Ability to build and maintain effective working relationships with pupils and parents/carers	X		X	X	X
	Ability to build and maintain effective working relationships with internal colleagues and external agencies	X		X	X	X

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	Ability to communicate effectively with a wide range of stakeholders using a variety of media	X		X	X	X
	Ability to hold difficult conversations confidently and effectively	X		X	X	X
	Ability to produce reports in appropriate formats		X	X	X	X
	Ability to analyse and evaluate data to identify trends and issues	X		X	X	X
	Ability to prioritise workload effectively to meet deadlines and work under pressure	X		X	X	X
	Ability to use ICT and other specialist equipment	X		X	X	X
	Ability to use software, spreadsheets, databases and other packages effectively	X		X	X	X

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