



Job Description Office Administrator and First Aid Lead

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| Name: | Office Administrator and First Aid Lead |
| Reporting to: | Team Leader/Operations Manager |
| Working Time: | 37 hours per week, TTO + 10 Days |
| Salary/Grade: | Band 6 |
| Disclosure level: | Enhanced DBS |

Post Purpose:

- The post holder will be the First Aid Instructor and provide administrative support for the College.
- To ensure efficient and effective day to day procedures are carried out.

Key Responsibilities:

To support Staff, Students and Parents and to maintain the high standards of front of house. This will include:

- Attending to the student window and assisting to any issues arising.
- Receive and make telephone calls, deal with personal enquiries and act as appropriate.
- To ensure the uniform cupboard is organised and well stocked.
- Administration support for the Duke of Edinburgh Award.
- Regularly checking Synergy for parent correspondence and authorising contact broadcasts.
- Daily management of the HTAdmin inbox, responding to emails in a quick and timely manner.
- Managing the College's Room Booking system for meetings.
- Answer and assist to any staff requests via the College radio system.
- To use relevant Information and Communication Technology (ICT) resources to provide effective and responsive services.
- Utilise social media (Facebook, Twitter and Youtube) platforms appropriately to promote college events and activities creating a positive public image of the College.
- To type minutes of meetings and collate and distribute information as required.
- To respond to queries from staff, students, and parents in line with college policy and procedures, giving information and advice as appropriate
- To receive and send e-mails and forward appropriately.
- To receive and disseminate post and parcels.
- Word processing of college documentation as requested.
- Updating the College website with relevant and accurate information using word press
- Maintain computer records using SIMS and Synergy of students' personal details as necessary.



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Headteacher: Mark R Tilling

Deputy Headteachers: Peter W Hayward and Laura Ovens

- Prepare all administration requirements for parent/carer evenings.
- To contact parents/carers regarding sick students, arranging collection for them
- This role is one part of the team of administration staff and there will, on occasions, be a requirement to cover for an absent colleague as directed by the Team Leader/Operations Manager

Community and Medical

To ensure all areas of student support and internal communications are kept up to date and relevant. This will include:

- Keeping all records of student medication up to date and assisting students in administering medication.
- Keeping to staff first aid list up to date.
- To act as a Meds/First Aid trainer.
- Support the SEND administrator with completion and keeping the medical register up to date.

First Aid

- Provide first aid expertise in the event of accidents and illness in college.
- Use professional judgement to decide whether it is appropriate to send a student home and contact parent/carer.
- Record accidents as appropriate in the accident book
- Maintain first aid boxes throughout the college, ensuring equipment is in date.
- Maintain records of 'regular attenders' and take up with appropriate staff.
- Liaise with H&SE as required.
- Attend hospital as required with sick students and act as loco parentis.

The College will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed _____
(Post Holder)

Dated _____
(Postholder)



Person Specification

| Attributes | Essential | Desirable | Assessment |
|--------------------------------------|--|---|--|
| Qualifications and Training | <ol style="list-style-type: none"> 1. 4 GCSE A-C including English 2. Level 2 Typing Qualification 3. NVQ 2 in Business Administration or relevant equivalent 4. First Aid | <ol style="list-style-type: none"> 1. Level 3 Typing Qualification 2. NVQ 3 in Business Administration or relevant equivalent 3. First Aid at Work Instructor 4. FAA Level 3 Award in Education and Training 5. Level 2 in Management of Medication in Education or Childcare Settings | <ul style="list-style-type: none"> • Application form • Letter of application • References |
| Experience | <ol style="list-style-type: none"> 5. A minimum of 2 years recent relevant experience including experience of word processing, mail merge documents, spreadsheets and maintaining records 6. Working in an office environment | <ol style="list-style-type: none"> 6. Working in a school environment | <ul style="list-style-type: none"> • Application form • Letter of application • References • Interview |
| Knowledge and Understanding | <ol style="list-style-type: none"> 7. Word, Excel, PowerPoint, Email and Internet. 8. Dealing with a busy office/dealing with visitors in professional manner | <ol style="list-style-type: none"> 7. Knowledge of working with SIMS and Synergy | <ul style="list-style-type: none"> • Letter of application • References • Interview |
| Skills and Personal Qualities | <ol style="list-style-type: none"> 9. Professional approach to work 10. Excellent attendance and punctuality 11. Ability to work to strict deadlines 12. High standards of English 13. Ability to prioritise workload 14. Positive and proactive attitude to work 15. Accurate typing ability 16. Polite manner 17. Ability to work calmly under pressure | | <ul style="list-style-type: none"> • Application form • Letter of application • References • Interview |



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| | 18. Able to work as part of a team and on own initiative 19. Approachability 20. Ability to communicate effectively with staff, students, parents/visitors 21. Good organisation skills | | |
|--|--|--|--|

Training

The successful candidate must be prepared to undertake training and development, as required, particularly in relation to the introduction of new technologies and continuous professional development.

Support Staff Benefits

Currently the School offers a wide range of benefits to staff, including:

- A strong commitment to professional development, with a substantial budget for whole school training and individual courses.
- Enrolment into Teesside Pension Fund.
- Free parking on site
- Free use of the state-of-the-art Tunstall Active including fitness suite, swimming pool and 3G pitch
- Annual flu vaccination
- Medical benefits including quick access to Occupational Health, Physiotherapy and Counselling