



Job description: Medical/Clerical Assistant

Leighton Middle School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job details

Salary: NJC Level 2A pt 3 – 4 £22,737 - £23,114 pa (FTE) – see advert for exact amount

Hours: see advert

Contract type: Part time, Permanent

Reporting to: School Business Manager or School Secretary

Responsible for: providing medical support for the pupils including clerical support for school

Main purpose

The medical/clerical assistant is responsible for supporting unwell pupils, arranging first aid as necessary and contacting parents where required. There is also a range of administrative and organisational processes within the school to be undertaken. They will also act as an initial point of contact for parents, visitors and other stakeholders so will be an ambassador for the school and embody the value, vision and ethos of the school in all interactions.

Duties and responsibilities

Medical

- › Ensure a current First Aid Certificate is held at all times
- › Act as the first point of contact for pupils who are feeling unwell
- › Ensure all First Aid boxes are fully stocked, checked and in date
- › Ensure all pupil medication is held securely and is within date, along with signed paperwork from parents.
- › To support all pupils with their health needs

General administration

- › Update manual and computerised record/information systems with pupil details
- › Manage and organise completed forms from parents
- › Report any issues with the school's IT systems
- › Provide administrative support to teaching staff as needed
- › To assist with ordering, monitoring and managing stock in the reprographics department, ensuring best value following the school's purchasing processes; receiving deliveries of stock, checking against delivery notes and informing the Finance Officer of any shortages, damage etc

- › Carry out filing, printing and photocopying. Maintain the operation of the printer and photocopier to ensure it's ready to use at all times, resolving any issues as necessary
- › Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times

Attendance administration

- › Monitor and maintain an accurate record of pupil attendance, producing reports as necessary
- › Monitor the late arrival of pupils and contact parents/carers to identify reasons for non-attendance, ensuring all safeguarding procedures are followed
- › To respond to holiday request letters on behalf of pupils, as instructed by the Deputy Head Teacher

Security

- › Control access to the school in line with the school's safeguarding procedures, including signing-in visitors, checking identification as necessary, issuing passes and notifying them of safeguarding and safety procedures
- › Be alert to unknown individuals on the school premises and report any concerns in line with the school's procedures

Written communication

- › Write and send email responses that are professional and uphold the school's vision and values
- › Assist with marketing and promoting the school

Finance

- › To act as the initial collection point for monies received from pupils (for school trips, photographs etc).
- › To count, list and record any payments from parents and transfer to the Finance Officer
- › Carry out financial administration in line with the school's procedures

Other areas of responsibility

- › Read and follow the relevant school policies
- › Undertake training required to develop in the role
- › Ensure all duties and responsibilities are undertaken in line with the school's health and safety policy
- › Contribute to the safety of children and young people and protect them from harm
- › To undertake other duties of a similar level and responsibility as may be required
- › To maintain confidentiality at all times in respect of school related matters and to prevent the disclosure of confidential or sensitive information

Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • First aid training (or willingness to complete it) • Educated to GCSE level with English at grades A* - C or equivalent • RSA II Word Processing or equivalent
Experience	<ul style="list-style-type: none"> • Carrying out administrative tasks • Dealing with face-to-face and telephone interactions • Working with children or young people • Working and collaborating within a team
Skills and knowledge	<ul style="list-style-type: none"> • Good oral and written communications skills • Ability to respond quickly and effectively to issues that arise • Ability to plan, organise and prioritise to meet deadlines • Ability to use own initiative and take action accordingly • Excellent attention to detail • Ability to use IT packages including word processing, spreadsheets and presentation software • Ability to use relevant office equipment effectively • Ability to build effective working relationships with colleagues • Understanding of data protection and confidentiality • Understanding of safeguarding
Personal qualities	<ul style="list-style-type: none"> • Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils • Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality • Embraces change well • Deals with difficult situations effectively • Willingness to be flexible • Willingness to undertake further training as appropriate