

THE DIXIE GRAMMAR SCHOOL

JOB DESCRIPTION

POST	Administrator – First Aid Lead
REPORTING TO	Deputy Head
DIRECT REPORTS	N/A
CONTRACT TYPE	Permanent – (5 days per week, Term Time only)
SALARY/GRADE	TBC

JOB PURPOSE

To contribute to the provision of an effective and professional administrative support service for the school and to be the first aid lead providing a first aid response for accidents and illnesses that occur during the school day.

CORE DUTIES AND TASKS

- Response to accidents and illnesses that occur during the school day.
- Maintenance of first aid supplies and equipment in the school and on school minibuses.
- Check medication required for school trips and ensure that first aid kits and medicines are prepared and made available to teaching staff.
- Collation of all accident reports.
- Ensuring that all Diabetic care plans are in place and reviewed every 12 months.
- Liaison with parents/guardians and teaching staff (as appropriate) concerning any medical information.
- Assistance with the provision of the School Reception service dealing with visitors in line with school procedures.
- Answering and dealing with telephone calls to the school in a professional manner.
- Dealing with ad hoc student queries and issues.
- Assistance with all recording of student attendance ensuring that registers are completed for all classes twice a day and all absences are correctly recorded.
- Assistance with the collation and preparation of school reports.
- Preparation of written communications for staff and parents as requested.
- Assistance with ordering of School supplies and equipment.
- Collation of information and data from a variety of systems to provide ad hoc reports as requested.

- Dealing with post - incoming and outgoing
- Providing a range of general administrative support - typing letters, filing, photocopying and producing documents.

OTHER DUTIES

Promote high standards of behaviour, effort and attainment in line with school policies.

Participate in the school performance development review programme.

Observe all Health & Safety requirements.

NB:

This job description is current at the date shown but may be changed by the Headmaster following due consultation, to reflect or anticipate changes in the role which may be required.

The post holder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.