



WEST HATCH HIGH SCHOOL
a Specialist Business and Enterprise School
"THE BEST THAT I CAN BE"
Headteacher: Mr D Leonard BSc (Hons), Med
High Road, Chigwell, Essex, IG7 5BT

First Aid Officer and Administrator

Required September 2020
37 hours a week (8.30 to 4.30, 4pm on Friday)
40 weeks per year
Scale 4, points 6 to 7 £17,454 - £17,787(Actual salary)

Note: During school closure we are continuing with the recruitment process and will make necessary amendments to the interview process as required.

We are seeking to appoint a well organised person with excellent interpersonal skills who will have overall responsibility for the co-ordination of the First Aid team and act as the first point of contact for First Aid (training will be provided, if required). The post holder will be required to provide administration support to the Pastoral Manager and Admin Team as required.

West Hatch is a family and we are dedicated to developing staff and students into successful leaders. We offer wide ranging opportunities for staff to develop and take on roles that will support and open doors for them to progress in the future.

This is an exciting time to join West Hatch with an expansion of 350 students, links being developed with UEL to create a bespoke MA pathway for staff and a thriving Sixth Form in the top 25% of schools Nationally over the last three years; come and be a part of our future.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in the commitment. This appointment is subject to an enhanced DBS check and positive references.

Further details about this post and an Application Form are available by visiting our School website at www.westhatch.net

Closing date: Monday 29th June 2020 at midday

High Road, Chigwell IG7 5BT
Tel: 020 8504 8216 Fax: 020 8559 2695
Email: recruitment@westhatch.net
www.westhatch.net



West Hatch High School

JOB DESCRIPTION:	Administration Assistant
Responsible to	Headteacher
Line Manager	Office Manager
Grade	Scale 4, points 6 - 7
Hours:	37 hours a week (8.30 to 4.30, 4pm on Friday), 40 weeks per year
Purpose of Job	To be part of the Administration team with a key focus on First Aid provision and support for Attendance.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in this commitment. The appointment is subject to an enhanced DBS check.

Key Responsibilities

- Act as the first point of contact for the provision of First Aid care to students, staff & visitors in compliance with policy and regulations
- Take appropriate action in the event of a first aid emergency, liaising with staff and parents as necessary
- Support the operation of the First Aid team, providing cover for the Designated First Aider during times of absence
- Co-ordinate, administer and maintain individual Health Care Plans for pupils with specific needs in partnership with parents, pastoral staff and health care professionals where necessary
- Ensure all medical information is entered into SIMS and maintained for new and changing needs, informing key staff where necessary and for school trips
- Ensure all records and accident reports are maintained on the school accident reporting system, liaising with the Office Manager to ensure appropriate RIDDOR reports are completed and appropriate staff notified
- Log medical incidents on the relevant systems
- Maintain & order medical supplies
- Update the daily registers with information from the signing in and out books
- Issue letters home about attendance with direction from the Pastoral Manager
- Work as a member of the Admin Team as directed by Office Manager

These duties are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of their job, skill or grade.

Professional standards:

- Carry out your role in a professional, positive and proactive manner.
- To undertake any reasonable instruction.
- Deal courteously with colleagues, students, parents and the public.
- Maintain standards of presentation and work output as set by your line manager.
- Come to work suitably dressed, in accordance with the Schools Dress Code.
- Maintain strict confidentiality with regard to issues relating to students, parents, other staff and school business.
- Set a good example to students.
- Be supportive at all times of the school's aims and ethos.
- Work as part of a team to support the team and school objectives.
- Be familiar and comply with school policies as set by the Governing body.
- Aim for high personal standards of punctuality and attendance.

The needs of the school are constantly evolving and all job descriptions are reviewed annually and subject to change to meet the needs of the school.

June 2020



ADMINISTRATION ASSISTANT PERSON SPECIFICATION

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Experience in an administration role, preferably gained in an educational environment Experience of working in a busy office environment First Aid qualification or willingness to undertake training
	Knowledge of relevant policies and procedures	Knowledge of appropriate procedures, regulations and guidance in a secondary school setting
	Literacy	High level of literacy/communication skills
	Numeracy	Educated to Level 2 standard
	Technology	Proficient with working with standard office applications, including database management, preferably SIMS
Communication	Written	Ability to write detailed reports and letters and take minutes during meetings
	Verbal	Ability to use clear language to communicate information unambiguously Ability to listen effectively
	Languages	Specialist language/communication skills, if appropriate

	Negotiating	Ability to negotiate effectively with adults and children from 11 to 19
Working with children	Behaviour Management	Ability to demonstrate and ensure effective implementation of the school's Behaviour policy
	SEN	Good understanding and support the differences in children and adults and respond appropriately
	Curriculum	Good understanding of the school curriculum
	Child Development	Good understanding of child development
	Health & Well being	Understand and support the importance of physical and emotional wellbeing
Working with others	Working with partners	Ability to make a proactive contribution to the work of the team supporting children, their families and carers Ability to work with parents and carers to improve support for children
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with a range of adults Influences the attitudes and opinions of others
	Information	Develop and implement effective systems to share and safeguard information The ability to recognise and appreciate the confidential nature of the role
Responsibilities	Organisational skills	Good organisational skills Ability to remain calm under pressure and inspire others Ability to support the work of others, as required and appropriate
	Time Management	Ability to manage own time effectively Ability to ensure that deadlines are met.
	Creativity	Demonstrate creativity and an ability to resolve problems independently

General	Equalities	Awareness of and promotion of equality
	Health & Safety	Good understanding of Health & Safety
	Child Protection	Good understanding and effective implementation of Child Protection procedures
	Confidentiality/Data Protection	Understand and enforce procedures and legislation relating to confidentiality and GDPR
	CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance

June 2020