

**SPALDING HIGH SCHOOL - Administration Assistant
(incorporating Reprographics/Medical Officer & Admin)**

Job Specification

The post holder will provide reprographic and medical support to the whole school. In addition, the post holder will undertake administration duties.

Grade: GLEA GRADE 3

Hours: 30 per week (8.30am – 3pm) – 39 weeks per year

Salary: £14,436

General Administration post

The purpose of the post is to provide reprographics support to the whole school, ensuring accuracy of material at all times. They will be expected to assist in administration work/reception support as and when required. The post holder will be based in the main school reception area. The post holder will act as School Medical Officer who oversees the Medical Needs Plan and Primary First Aider.

The post holder will:

- Print/photocopy/staple/bind/laminate documents as required and distribute finished printing
- Ensure the School complies with copyright and legislative requirements
- Ensure agreed schedule maintenance and safety checks are carried out and recorded on reprographic equipment, organise engineer call outs as necessary
- Maintain photocopiers by ordering stock and consumables, and changing toners
- Maintain an inventory of reprographics
- Provide departmental photocopier meter readings/costings
- Provide medical support to the whole school and act as School Medical Officer. Ensure First Aid and Medical Needs policies and procedures are followed. Report where necessary to RIDDOR
- Ensure where relevant, staff are advised on medical issues
- Check and maintain the School's first aid boxes and kits
- Provide medical provisions for school trips and ensure specific pupil medication is available where necessary
- Input student data (medical) accordingly using SIMS. Oversee School Medical Needs Plans for students in liaison with the SEND department.
- Communicate with parents/careers regarding pupil illness
- Liaise with the attendance officer in illness related matters
- Provide reception cover as and when required
- Distribute incoming mail and send outgoing mail
- To assist with archiving of pupil records
- Undertake any relevant training to support the role
- To undertake all other admin duties to support the needs of the School, in particular, the SEND department

Knowledge & Skills

- Good standard of education in Maths and English
- Relevant experience in a school setting (desirable but not essential – training will be provided)
- Experience in reprographics; ability to operate and maintain photocopiers
- Excellent verbal and written communication skills.
- Awareness of the importance of confidential information and data protection
- Medical experience within a school environment (First Aid trained – desirable but not essential)
- Excellent IT skills
- Flexible approach