

## Clerical/Admissions Assistant with First Aid

### Statement of Purpose

To work under the direction and instruction of senior staff to provide reception, admissions, first aid and general clerical support to the school.

### Support to Organisation

- Acting as qualified First Aider during the school day, administering first aid to students, staff and visitors
- Provide an efficient reception service to all visitors to the school and members of the school community
- To ensure that all visitors to the school are signed in and out correctly and provided with the correct visitor passes
- Answer all telephone enquiries promptly and take messages as necessary to pass on to the appropriate person
- Use SIMS to locate students as required
- Provide routine clerical support e.g. filing, faxing, emailing, completing routine forms.
- Maintain manual and computerised records/management information systems and respond to queries.
- Provide lists/information as required, eg pupil data
- Maintain stock and supplies for first aid, cataloguing and distributing as required
- Undertake routine typing, word-processing on an ad hoc basis.
- Sort and distribute and record mail.
  - To be skilled at using databases and spreadsheets.
  - To handle and manage all admissions enquiries for places in all sections of the School in line with School procedures.
  - To engage with prospective families/agents/guardians and build up relationships throughout the admissions process, offering advice and support along the way.
  - To make and attend appointments for prospective parents to visit the School.
  - To promote and attend all Open Days.
  - To undertake all related administrative admissions correspondence, e.g. sending for reports, contacting admissions agencies, sending out offer letters etc.

### Support to Pupils, Parents and the Community

- Assist with pupil welfare duties; liaise with parents/staff etc.
- Assist with arrangements for visits from relevant external bodies, e.g. school nurse, photographer etc.
- Liaise with parents/carers over student medical issues and first aid.
- Assist with usage of the school's medical room to include maintaining contents of first aid boxes and other medical supplies.
- Maintain records of first aid administered and school accident book.
- Ensure that care plans are updated.

**Support to School** (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

**Person Specification**  
**Clerical/ Admissions Assistant with First Aider**

Essential Criteria	Measured By
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• General clerical/administrative work.</li> </ul>	AF/I
<p><b>Qualifications/Training</b></p> <ul style="list-style-type: none"> <li>• Good numeracy and literacy skills</li> <li>• Full First Aid Certificate</li> </ul>	I
<p><b>Knowledge/Skills</b></p> <ul style="list-style-type: none"> <li>• Good understanding and ability to use relevant equipment/ technology.</li> <li>• Keyboard/ computer skills.</li> <li>• Ability to work constructively as part of a team.</li> <li>• Ability to relate well to children and to adults.</li> <li>• Good organising and prioritising skills.</li> </ul>	AF/I

**Behavioural Attributes**

- Customer focused.
- Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.
- Open, honest and an active listener.
- Takes responsibility and accountability.
- Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service.
- Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.
- Is committed to the provision and improvement of quality service provision.
- Is adaptable to change/embraces and welcomes change.
- Acts with pace and urgency being energetic, enthusiastic and decisive.
- Communicates effectively.
- Has the ability to learn from experiences and challenges.
- Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.

AF/I

AF - Application form | - Interview