

The Ecclesbourne School

Learning Together for the Future



JOB DESCRIPTION

Post title: Administration and Classroom Cover Assistant
Responsible to: Senior Administration Assistant and Learning Service Manager
Contract: Full-time (37 hours per week)
Term-time including all five whole school closure days
Plus five days working during summer holiday periods, including public examination results days

Core Responsibilities

1. Work closely with the school pastoral team to monitor whole school attendance, persistent absence, and punctuality.
2. Support the smooth running of the School by delivering an effective and efficient reception and administration service to students, staff, parents and all associated with the School.
3. Provide administration support for teaching and support staff.
4. Be responsible for sick and injured students.
5. Support Learning Services by supervising lessons, in the absence of the class teacher, as needed.
6. Support the oversight of the school site during the lunchtime period as part of the lunchtime supervision team.
7. Provide cover for the evening reception when required.
5. Contribute to the safeguarding and promotion of the welfare and care of all students.
6. Support the professional development and review process of your role, in your work-related areas, through annual Personal Reviews and a willingness to expand your knowledge and skills by attending relevant professional development.

Specific Responsibilities

- Monitor whole school attendance, persistent absence, and punctuality.
- Follow up on unexplained absences, contact parents as needed, and liaise with pastoral teams.
- Work with the Pastoral Leadership Team to improve Persistent Absenteeism.
- Attend external, certificated training for First Aid at Work, and:
 - Be responsible for prescribed medications for students, ensuring safe storage, that parent/carer consent forms are completed and filed accordingly and written records kept of medication administered.
 - Be trained for specific medical conditions on how to use and administer specialist equipment such as Epipens, defibrillators, inhalers etc.
 - Be trained to help diabetic students, to include help with testing blood glucose levels, advice on snacks/drinks and take appropriate action during a 'hypo' or 'hyper' attack.
 - Be trained to help, support and take appropriate action when necessary for all students with long-term medical conditions, .e.g. asthma, diabetes, epilepsy, Crohn's Disease etc. (the list of medical conditions is not exhaustive.)
 - Take charge of sick or injured students and administer minor first aid.
 - Arrange transport home/to hospital (accompanying the student if necessary).
 - Carry out risk assessments relating to first aid/medical matters within the school in liaison with the school nurse.

Name.....

Signature..... Date.....

- Supervise students, at the direction of the Learning Services Manager, during the lunchtime period, both inside and outside, ensuring their safeguarding and welfare at all times; issue sanctions as necessary in line with the school's behaviour policy, challenge behaviour which may affect the health and safety of students, report any issues of concern to the Learning Services manager, relevant pastoral team head, or the Designated Safeguarding Lead.
- Cover lessons, in the absence of the classroom teacher, when required:
 - Arrive promptly to cover lessons and ensure orderly entry into the classroom.
 - Ensure all students are registered via Arbor.
 - Supervise students in lessons, ensuring that the work set by teachers on the lesson plan is clearly explained to them and completed to the best of their ability.
 - Check all students adhere to the school's uniform policy and issue sanctions as necessary.
 - Manage student behaviour and issue sanctions in line with the school's behaviour policy.
 - Ensure the safeguarding and welfare of all students under your supervision.
 - Ensure students take due regard for the appropriate care of the classroom, and school in general.
 - Ensure end of lesson requirements, as outlined in the lesson plan, are carried out, to include issuing homework instructions.
 - Collect all completed work and return it to the appropriate Head of Faculty.
- Use a variety of software packages to produce/maintain correspondence, documents, presentations, spreadsheets and databases.
- Create and maintain office filing systems.
- Administer the student lifecycle from admission to leaving and beyond.
- Use the School's information management system to maintain, update and archive student data.
- Organise and store paperwork, documents and computer-based information.
- Deal with telephone and email enquiries.
- Provide an efficient service in reception areas; including, but not limited to, welcoming visitors, supporting students and staff queries, postal and email mailings and answering the telephone.
- Provide evening cover in the absence of the evening receptionist, as and when required. Time off in lieu will be approved by the Learning Services Manager, ensuring the needs of the school are met, for any hours covered.
- Collate and distribute external examination results.
- Attend public examination results days (GCSE and A level) in August on a rota basis.
- Undertake and be responsible for reprographics work.
- Provide administrative support to teaching and support staff.
- Provide support for the organisation of events in the school calendar, for example parents' evenings, prize giving, open evenings, etc.
- Maintain and update any future management information systems, including archiving arrangements.
- Attend any internal or external meetings and training deemed necessary.

Name.....

Signature..... Date.....

Continuing Professional Development

1. Participate in an induction programme which includes safeguarding and behaviour management training.
2. In conjunction with your line manager, take responsibility for personal professional development, keeping up-to-date with research and developments related to school efficiency, which may lead to improvements in the day-to-day running of the school.
3. Undertake any necessary professional development as identified in the Whole School and/or Team Improvement Plan taking full advantage of any relevant training and development available.
4. Undergo appropriate training to support the delivery of 'specified work' in order to develop skills for the post.

Other Duties

- 1 To positively promote the good name of the School and actively support its aims.
- 2 To take reasonable care for the health and safety of her/himself and other persons who may be affected by her/his activities and, where appropriate, safeguarding the health and safety of all other persons under her/his control and guidance, in accordance with the provisions of the Health and Safety Legislation and the School's own policies. This will involve liaising with the Health and Safety Officer in areas of emergency such as fire drills.
- 3 To exercise proper care in handling, operating and safeguarding any equipment, systems or appliances provided or issued by the School for the post-holder's individual or shared use in the performance of his/her duties including computer equipment.
- 4 To be involved in the Performance Management/Personal Review procedures of the School either in the role of a reviewee responsible for continually seeking to develop professionally and/or in the role of a reviewer responsible for supporting the work of colleagues as they seek to develop professionally.
- 5 To support the examination process of the School in any way necessary, including invigilation duties.
- 6 To undertake any other tasks which may reasonably be regarded as being within the nature of the duties and responsibilities of the post defined above, subject to the proviso that any significant and permanent changes shall, after satisfactory negotiation by both parties, be incorporated into a revised job description in specific terms.

You are required to preserve the confidentiality of any information regarding staff (in connection with their employment) and students and this obligation shall continue indefinitely. A breach of this requirement will be regarded as misconduct and as such may be grounds for dismissal.

The duties summarised in your job description are indicative and we retain the right to include other reasonable duties which which may be reasonably requested commensurate with the post held and duties undertaken.

As you are aware, any post working within a School includes substantial access to young people and all appointments are subject to an enhanced Disclosure and Barring Service check and a satisfactory result being received. All employees (temporary or permanent) are required to inform the School of any subsequent convictions or other matters whilst employed by the School. Failure to do so will result in the disciplinary process being invoked. All employees in posts eligible for an enhanced check are contractually required to undergo a re-check upon request.

Name.....

Signature..... Date.....