



Job Description

Job Title:	Administration Assistant with responsibility for First Aid
Responsible to:	PA to Principal
Relationships:	Internal: Principal, SLT, teaching and non-teaching staff External: Governors, Sponsors and Employer partners, LA and council representatives, other UTC's, Schools, Colleges and Universities, Parents, Suppliers of goods and services and visitors to the UTC

Main Purpose of Job:

- To be the first point of contact for all staff, students and visitors, providing an efficient professional and welcoming reception environment, dealing effectively with all enquiries.
- To provide an efficient and effective administrative service including distribution and dispatch of post and dealing with general enquiries from staff, students and visitors.
- Be proactive and use own initiative in the management of own workload.
- To take phone calls, forwarding them on, taking messages
- To respond to emails and face to face enquiries from parents, staff, pupils and the public.
- Provide clerical and general support to the UTC's administrative function, including photocopying, word processing and filing.
- Assist with data management by helping to update the school's MIS system with student whereabouts such as absences due to appointments or illness.
- Assist with parent pay information
- To have the ability to work well in a team and to stay calm and cheerful under pressure
- Provide a bulk copying service to staff
- Assist with mail outs

First aid:

- Lead the first aid team, putting a rota in place to cover all sessions
- Provide first aid support when needed
- Maintain the first aid information folder and update as necessary for any new students
- Maintain the medical room poster with any appropriate information
- Carry out monthly checks on first aid kits and order supplies as necessary
- Maintain the medical room and ensure suitable stock of supplies is kept on site
- Liaise with parents to get asthma/health care plans in place as appropriate and suitable medication in school for student use
- Liaise with vaccination team re any vaccination roll out programme



General

- To deliver a high standard of customer service, possessing good communication skills
- You will have excellent IT skills with good knowledge of Microsoft office and BROMCOM
- To maintain confidentiality of information acquired in the course of undertaking duties for the UTC
- To carry out any other duties as reasonably required by the Principal that are commensurate with grade and nature of the post

Conditions

- Term time only, working 39 weeks
- Working 36.5 hours per week, working hours to be:
 - Mon 07:45 to 13:30
 - Tues 07:45 to 16:15
 - Wed 07:45 to 17:15
 - Thurs 07:45 to 16:00
 - Fri 07:45 to 16:00

With a 45 minute unpaid break per day

The post holder will have responsibility for promoting and safeguarding the welfare of children and young people s/he comes into contact with.

Whilst every attempt has been made to cover the main duties and responsibilities of this post, this list is not exhaustive and each individual task involved in the roles may not be identified. This job description is open to discussion at interview to meet a particular individual's strengths or personal development goals.

This post is subject to a criminal record check from the Disclosure & Barring Service (formerly CRB) as part of the UTC's responsibility for promoting the welfare and safeguarding of children. Further details regarding the checks are available by visiting <https://www.gov.uk/dbs>.