



The purpose of the Job Description and Person Specification is to provide information about the role and the skills a successful candidate must have.

Job Details

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| Job title: | Administration Officer – Medical Officer |
| Directorate: | Trinity Church of England School, Lewisham |
| Reporting to: | Administration & Human Resource Manager |
| Grade: | Scale 4 |

The School

“With you is Wisdom, she who knows your works, and was present when you made the world. Send her forth from the holy heavens; from the throne of your glory send her. That she may work at our side and that we may learn what is pleasing to you. For she knows and understands all things, she will guide us wisely in our actions and guard us with her glory”

Wisdom 9: 9-11

Job Description

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post will be expected to undertake any other duties that may reasonably be required by the Senior Leaders or their Line Manager from time to time.

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| Purpose of the post: | <ul style="list-style-type: none">● Promote the development of effective school attendance policy and procedures.● Work in liaison with the school attendance administrator, school staff and education welfare service to provide attendance monitoring and support.● Work with colleagues, pupils and their families to improve attendance of a target group of pupils with unacceptable levels of absence.● Contribute to the planning, development and organisation of support service system/procedures and policies with particular reference to School Attendance.● Support links with community, families and local environment.● Administrating officer for the school’s detention system (Secondary Site).● Support a commitment to the importance of good attendance.● In consultation with Assistant Head Finance Premises and Resources, devise and implement strategies to ensure that the most vulnerable pupils and those with particular personal needs/problems (e.g. pupils who are carers, those with diabetes, those self-harming) are identified and appropriately supported.● Undertake any other duties that may reasonably be required by the Senior Leadership Team and your line Manager. |
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Main duties and responsibilities:

Attendance

- To establish and maintain a system for late children to sign in.
- Compile information received from parents/carers regarding pupil absence (telephone calls, letters etc.) and ensure this is recorded in registers on the school’s MIS system.
- Collate and manage records on pupil’s attendance and provide reports as required.
- Assist attendance officer with reporting requirements regarding absence and truancy.



- Produce AM/PM registration for pupils and
- Produce AM/PM Fire Evacuation Lists.

Medical Officer:

- To work with the Assistant Head Finance Premises and Resources and lead on whole school First Aid provision – acting as main First Aider and coordinating support from other First Aiders; to have overview of First Aid training and ensure all are up-to-date with relevant training.
- To work with the Assistant Head Finance Premises and Resources to lead on risk assessments for students with medical care requirements.
- To work with the Assistant Head Finance Premises and Resources to ensure all school support staff are first aid trained and training up-to-date.
- To oversee the administration, storage, disposal and record keeping of medication as cited in the Supporting Students with Medical Needs Policy.
- To maintain records of student health concerns and train staff as appropriate (e.g. use of epi-pen, procedures for asthma attack etc.).
- To actively promote good practice as stated within the Supporting Students with Medical Needs Policy.
- Maintain health records for all pupils in the school.
- Contribute to the development of School emergency / business continuity plans and include a response to outbreaks of communicable diseases.
- Work with students with health concerns – support to ensure appropriate attendance at lessons and continuance with learning.
- Uphold medical confidentiality in line with legal duty of confidentiality to pupils and maintain medical records, accurately and safely.
- To coordinate visits from the School Nurse Team to administer student immunisations.
- To provide the reporting requirements for the School Nurse Team.
- Ensure that all dispensed treatment given, and all supplies used are recorded; record the dispensing of medication following medication protocols.
- To provide weekly reports to Assistant Head Finance Premises and Resources on First Aid cases attended.
- Ensure First Aid Signage across the school Building.

School Website

- Ensure the school website is regularly updated, maintaining accurate and current information on all aspects of school life, including curriculum details, policies, staff lists, and key announcements.
- Monitor the website to ensure compliance with statutory requirements, including safeguarding information, performance data, and contact details.
- Liaise with relevant staff and departments to gather content for the website, ensuring it reflects the school's values and provides clear communication for parents, pupils, and the wider community.
- Collaborate with external providers or IT support to address technical issues or updates, ensuring the website remains functional and user-friendly.

IT Requirements:

- Work with the Assistant Headteacher Finance, Premises and Resources to integrate work processes to allow online collaboration and the use shared storage space for files and documents.
- Ensure the school has appropriate systems, processes and controls in place to maintain and manage all aspects of School Administration.
- Implement and maintain robust IT processes using SharePoint and Office 365.



- Assist in maintaining the School's SharePoint site as instructed by the Assistant Headteacher Finance, Premises and Resources.
- Maintain shared storage space, performing clean-ups and archive data as required.
- Maintain a work environment in which the use of paper is eliminated or greatly reduced.
- Convert documents and other papers into digital form to be stored electronically on SharePoint.
- Assist in managing the school's IT needs.
- Become a BROMCOM super-user.
- Produce BROMCOM reports as and when requested.
- Assist in maintaining the BROMCOM database of pupil records for attendance and punctuality et cetera, liaising with colleagues and SLT as appropriate and where necessary.
- Assist in the updating of the BROMCOM database on an annual and ad hoc basis.
- Assist in managing the annual updating of the BROMCOM database with the annual timetable and class changes.
- Assist in maintain of all records of all disciplinary, behavioural and special needs issues relating to individual pupils and updating BROMCOM where necessary.
- Obtain Pupil Premium and FSM information and ensure it is update on BROMCOM.
- Take notes at meetings when required and use the text messaging systems as required.

Other duties:

- Manage a varied workload using a structured, timely and prioritised methodology.
- Undertake any other administrative procedures as requested.
- Undertake reception duties, answering routine telephone (after 3rd ring) and face to face enquiries and signing in visitors.
- Manage the schools email box and ensuring messages are forwarded to the responsible persons.
- Provide administration and support as part of the main school office function.
- Undertake training as required in order to fulfil roles & responsibilities including First aid training.
- Undertake First Aid Training.
- Maintain general & pupil files following good practice guide lines and maintaining confidentiality at all times.
- Deal with front line enquiries from staff, students, parents and other agencies.
- Deputise for absent colleagues as part of the office team.
- Flexible working – provide cover at either the Primary or Secondary sites.
- Provide duty cover as required during school lunch times, breaks and or at the end of the school day.
- Plan and administer School Immunisation.
- Administer MCAS on BROMCOM
- Assist with hospitality when required.
- Be available to work extended hours during parent evening and other events as requested.
- Sort and distribute mail when required.
- Produce reports, labels and reprographics services.

Other Requirements:

- Ensure efficient service delivery in the school office for all stakeholders.
- Ensure all who contact the school are given a friendly and helpful service.
- Ensure all materials produced by the school office are to the highest standards possible.
- Ensure that visitors to the school are welcomed in a polite, friendly and professional manner.
- Self-review and critique all systems and processes associated with the role and improve and develop systems and



processes where appropriate.

- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures and the school's safeguarding policy.

Standards &
Responsibilities:

- Undertake an Enhanced DBS Check every 3 years as requested.
 - Display a strong commitment to furthering equalities in both service delivery and employment practice.
 - Promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.
 - Model Trinity values to all staff, parents and students.
 - Be reflective, prayerful people seeking to be models of wisdom and happiness in the life of the school.
 - Foster the school's inclusive ethos providing a common life based on the Christian family and nurturing everyone regardless of race, gender, sexual orientation, religion or ability.
 - Share accountability for ensuring Trinity is an outstanding school.
 - Develop the skills and talents of other members of the community.
 - Ensure own well-being and that of others by establishing an appropriate balance between life and work.
 - Plan, develop and implement specific aspects of the school in order to promote the highest possible standard.
 - Play an active part in the life of the school and its community leading and supporting staff and students and representing the school at public events.
 - Develop social cohesion and positive links with the whole of our local community.
 - Adhere to the school community's standards, policies, systems and procedures in relation to students, health and safety, personnel and financial management.
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Job title: Admin Officer - Pupil Liaison & Medical Officer

Person Specification

| | Essential | Desirable |
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| Qualifications | | |
| 1. Educated to at least GCE 'A' Level | ✓ | |
| 2. First Aid at Work | ✓ | |
| Experience | | |
| 3. Relevant and suitable experience of working within an Education environment | ✓ | |
| 4. Relevant and suitable experience of working with and supporting ICT and / or data environments | ✓ | |
| 5. Excellent knowledge of Excel and Microsoft Office Suite | ✓ | |
| 6. Experience of undertaking a range of clerical and administrative duties, including data input and retrieval. | ✓ | |
| 7. Knowledge of BROMCOM and / or other Education Management Information Systems | ✓ | |
| Knowledge | | |
| 8. Good understanding of databases, including ability to use database to procedure reports and statistics. | ✓ | |
| 9. Knowledge of Data Protection Legislation. | ✓ | |
| 10. Knowledge of, or willingness to learn, a range of computer applications including SharePoint. | ✓ | |
| 11. To have an understanding and commitment of the school's vision and policies. | ✓ | |
| Skills | | |
| 12. Ability to work in an organised and methodical manner. | ✓ | |
| 13. Ability to maintain efficient record keeping systems. | ✓ | |
| 14. Ability to assist with the production of accurate records and reports as required. | ✓ | |
| 15. Ability to communicate with a range of audiences including other employees within the school, governors, pupils and parents. | ✓ | |
| 16. Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring that lower priority work is kept up to date. | ✓ | |
| 17. Ability to show sensitivity and objectivity in dealing with confidential issues. | ✓ | |
| 18. Good ICT skills; working knowledge of Microsoft Windows applications including Word and Excel, ability to access web-based information. | ✓ | |