APPLICANT PACK

Student Services Administrator: Medical

Harris Academy Wimbledon

Grade 4 Inner London Pay Scale

Pension Scheme (TPS) + Harris Wellbeing Cash Plan + Additional Benefits

Start date: November 2024

40 hours per week: Monday to Friday, 7.30am to 4pm

Term time only + 2 weeks

For a confidential discussion about this post with the Principal, more information or to arrange a visit, please contact the school on 020 3962 4300 or info@harriswimbledon.org.uk

The Harris Federation and all our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment. All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, an online search, and where applicable, a prohibition from teaching check will be completed. Before applying, please review our Policy Statement on the Recruitment of Ex-Offenders.

Harris Academy Wimbledon

Dear Applicant,

Thank you for taking the time to learn more about Harris Academy Wimbledon.

We are an *'Outstanding'* (Ofsted 2023) secondary academy, established in 2018 to provide an excellent education for children in Wimbledon.

Two years after opening, we moved into our brand-new building which is modern, bright and equipped with state-of-the-art facilities in every area of the curriculum. We are oversubscribed and fortunate to have an amazing level of support from the community with waiting lists for entry into every year group of our academy.

Harris Academy Wimbledon promotes high levels of academic achievement across the curriculum, encourages participation in extra-curricular opportunities and empowers students to make decisions wisely. The curriculum is rich, diverse and personalised ensuring every student achieves his or her true potential. Academic success goes hand-in hand with a rich variety of enrichment and extra-curricular activities; these help foster a spirit of aspiration, resilience and joy in learning.

Professional learning is at the heart of the academy, supporting all staff in their development. The academy has a growth mindset approach where industry and commitment are seen as cultural virtues. Development of resilience, self esteem, managing risks/consequences and the ability to work effectively together all form a key part of the pastoral provision.

We are looking for a hardworking, ambitious and dynamic Student Services Administrator: Medical to join Harris Academy Wimbledon at this exciting time. You will have excellent opportunities to engage in wider Harris Federation academy improvement and professional development activities.

There is a great deal of collaborative working and sharing of good ideas about what works within secondary academies at Harris. The successful candidate will be joining a friendly and outward looking group where professional development and progression opportunities are second to none.

I look forward to receiving your application.

Yours sincerely,

Joanne Larizadeh

Joanne Larizadeh

Principal

Main Areas of Responsibility

All members of the student services team have a shared responsibility to:

- Answer the telephone within five rings unless on another line;
- Respond to students who ring the student services entrance buzzer;
- Staff the hatch if other members of the team are otherwise engaged;
- Support other members in the team.

Medical

- To remain up to date on medical lead roles and responsibilities via medical lead training provided by the Federation;
- To be the first point of contact for all medical issues of students;
- To investigate medical problems visually and verbally, administering first aid and attending to minor accidents;
- To summon expert and emergency medical help as necessary, ensuring students going to hospital are accompanied, and informing parents ;
- To maintain records on all medically related incidents/interventions and circulate to / staff as necessary (including catering staff for allergy information);
- To maintain a list of students with specific health conditions (diabetes, epilepsy, anaphylaxis etc) and liaise with parents as to appropriate action to take in the event of an attack;
- To undertake any relevant training;
- To ensure that suitable and sufficient training is provided to enable staff to administer medication and support where required;
- To maintain the list of staff who have received first aid training and can administer first aid within the Academy;
- To provide opportunities for staff first aiders to practice administering first aid;
- To be aware, and inform staff as necessary, of non-accidental injuries, patterns of illness etc.
- To contact parents as necessary on all matters related to the health of students;
- To maintain the Academy medical room in good order, and ensure basic medical supplies are ordered and stored appropriately and are within their use-by date;
- To maintain first aid kits throughout the school and in school vehicles and ensure they are given to members of staff taking school journeys;
- To be responsible for storing all student medication appropriately;
- To assist arrangements for vaccinations;
- To liaise with the medical needs governor as required by SLT.

Student Services

- To monitor the use of toilets during lesson times by keeping a log;
- To manage lost property;
- To monitor the ‘on-call’ email and ensure on-calls are escalated without delay;
- To ensure that the Vice Principal (pastoral), Assistant Principal (Directors of each school) are fully briefed on

Main Areas of Responsibility

any urgent matters that have been brought to attention via student services;

- Manage and maintain student individual healthcare plans, ensuring that all relevant statutory documentation is contained therein and that such files are kept in excellent order to meet the demands of internal and external inspection;
- To lead on student uniform loaning, keeping a record of items which have been loaned and ensuring the item is returned at the end of the day;
- To co-manage the student hatch from 1pm daily.

Attendance

- To ensure all registers are completed and no missing marks or unexplained absences remain; follow up with staff as necessary;
- To retrieve and file medical absence notes (both about future and past absence), and log information to Bromcom;
- To identify students who may require support in improving their attendance because of medical issues and liaise with the Attendance Support and Welfare Officer;
- To assist the Student Services Administrator in maintaining the late book and signing in/out lists, and transfer entries into Bromcom.

Other Duties

- Under the direction of the Academy Leadership Group, undertake such other tasks that may be required to further the efficient running of the academy, commensurate with the level of the post holder;
- To cover Reception from 7.30am to 8.30am daily.
- To ensure all student information is inputted into Bromcom;
- To participate in academy trips/visits when requested;
- To assist with the organisation and coordination of music peripatetic lessons;
- To do a break/lunch duty when requested;
- To be responsible for own professional development, identifying training needs and requesting courses as appropriate.

Academy Ethos

- To undertake whole Academy duties as outlined in responsibilities agreed each year.
- To engage actively in the performance review process, addressing appraisal targets set by the line manager each Autumn term.
- To promote equal opportunities and celebrate diversity in all aspects of the academy.
- To play a full part in the life of the Academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.

Main Areas of Responsibility

- To promote actively the Academy's corporate policies.
- To comply with the Academy's Health and Safety policy and undertake risk assessments as appropriate.
- To show a record of excellent attendance and punctuality.
- To adhere to the Academy's Dress Code.
- To support and attend academy events such as open evening.
- To undertake any other duty as specified by School Teachers' Pay and Conditions Body (STPCB) not mentioned in the above.

Disclaimer

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post. The job-holder will ensure that academy policies are reflected in all aspect of his/her work, in particular those relating to:

- Equal Opportunities
- Health and Safety
- General Data Protection Regulations (2018)
- Safeguarding children

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Following consultation with you this Job description may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

The academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Successful candidates will be required to undertake an Enhanced Disclosure & Barring Service (DBS) check.

Person Specification

Attributes	Description	Desirable
Qualifications, Knowledge and Training	Experience of working with secondary age children. Educated to GCSE level or equivalent. Good numeracy/literacy skills.	GCSE English and Mathematics at C or above (or equivalent) School office experience
Experience & Knowledge	General clerical/administrative/financial work Knowledge of safeguarding procedures for young people Experience of Attendance processes in school	
Skills and Abilities	Appropriate knowledge of first aid Effective use of ICT packages Use of relevant equipment/resources Good keyboard skills Ability to relate well to children and adults Work constructively as part of a team, understanding of school roles and responsibilities and your own position within these The ability to take initiative and work independently Ability to work as part of a team Good communication skills Good organisational and timekeeping skills Good interpersonal skills Able to work independently and manage own workload	Effective use of ICT and other specialist equipment/resources Management Information System software e.g. Bromcom
Academy Ethos	Enthusiasm for and commitment to the achievement of the Academy/ Federation's overall vision for success at all levels Motivation to work with children and young people Ability to build and sustain professional standards, relationships and personal boundaries with children and young people Emotional maturity and resilience in dealing with challenging behaviours Ability to contribute towards creating a safe and protective environment Empathy with the aims and objectives of Harris Federation Willingness to continue professional development Commitment to maintaining high standards and expectations Commitment to contributing to academy life as a whole Commitment to equality of opportunity, valuing diversity and the safeguarding and welfare of all students	

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Thank you for your interest in our school. We look forward to receiving your application.

If you think a career with us is right for you, discover more at:

www.harriscareers.org.uk

Harris Federation