APPLICANT PACK

ADMINISTRATIVE OFFICER

With Lead Responsibility for First Aid and Medical

Harris Academy Battersea

Grade 6 (inner London) - £ 31,443 to £33,376 (actual salary) + Performance and Loyalty Bonus + Harris Wellbeing Cash Plan + Additional Harris Benefits

Core Hours: 8:00am-4:00pm, term time + 10 days

For a confidential discussion about this post with the Head of Academy, more information or to arrange a visit, please contact the school on 020 7622 0026 or m.vlaykova@harrisbattersea.org.uk

Please visit **www.harriscareers.org.uk** to apply online and submit your application. Shortlisted candidates may be asked for additional information before interview invitation.

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Harris Academy
Battersea

Dear Candidate

Thank you for expressing an interest in the post of Administrative Officer with Lead Responsibility for First Aid and Medical. Our Administrative Officer will play a crucial role in supporting students' welfare. They will be the first point of contact for any First Aid incidents or medical support.

If you are an Administrative Officer with a passion for support students with different medical conditions to progress through ensuring that students are safe in school and their medical needs are met and looking for an opportunity to grow, inspire and develop, this may be the role for you.

The development of our students academically, personally and professionally is at the heart of everything we do at Harris Academy Battersea. Our values of ***Knowledge, Integrity and Resilience*** embody the qualities we seek to promote and expect to see in our young people. Our Administrative Officer with Lead Responsibility for First Aid and Medical will take a key role in the communication and reiteration of our vision and mission to our students: ***'We develop aspirational young people to thrive in a changing world'***.

If you are committed to these values and want to make a real difference to the lives of our young people, then we would welcome an application.

Yours sincerely

Charlie Comerford
Head of Academy

Our Academy

Harris Academy Battersea is a mixed state secondary school serving a truly comprehensive community in the heart of London. We are an Ofsted '**Outstanding**' school with a track record of delivering fantastic outcomes year on year for our students. In 2023, Ofsted visited the academy and judged us as remaining 'outstanding', commenting on our "**highly ambitious curriculum**", the "**exceptionally high quality of education**" provided and noted that "**behaviour in the school is very strong**". Nevertheless, we are extremely ambitious for our school and as we seek to continue to grow and develop, we are looking for more brilliant people to join us.

Our Academy is centred on the values of **Knowledge, Integrity and Resilience** and these underpin the way we work for both students and staff. Our staff are inclusive, diverse and committed to our mission: we develop aspirational young people to thrive in a changing world.

HABS offers a broad, academic and challenging curriculum founded on six key curriculum aims:

- To develop deep, long-lasting knowledge
- To develop students into accomplished readers, writers and orators
- To provide experiences within and beyond the classroom that enrich learning and ensure students can make informed choices about their futures
- To equip students to challenge injustice in all its forms
- To enable students to understand how they learn
- To support students to reflect on their choices and values to improve themselves and their community

These aims underpin all elements of our curriculum, and **we see our core academic curriculum and wider personal development curriculum as intrinsically linked**. All staff at the Academy contribute to the personal development of our students through their roles as tutors and through their contributions to the wider life of the academy.

A thriving school can only function with fantastic staff, and our vision is to make teaching at HABS both **enjoyable and sustainable**. The wellbeing of staff underpins every decision we make, and we seek to ensure that every member of staff can enjoy a work-life-balance enabling them to bring their best to work each day.

At HABS, **professional growth and development** is central to our mission. Our professional development motto is 'improve, not prove' and leaders are relentlessly focussed on supporting staff in getting even better through a wide range of internal and external training opportunities.

As a part of the **Harris Federation**, all staff in the Academy benefit from being part of our network of more than fifty primary and secondary academies across London. Vibrant networks of subject experts meet regularly and teachers can access bespoke support from our central teams of consultants.

For more information about what we do and who we are, we encourage you to visit our website here as well as our careers page here and explore!

Job Purpose

- To effectively take charge of the day-to-day administration for first aid and medical in relation to the health of each student at the academy and invest in longer-term health for all
- To be responsible for all the medical requirements for the Academy, including the tracking, reporting and analysis.
- Under the direction of the Director of Resources/Head of Academy, such other tasks that may be required to further the efficient running of the department and Harris Academy Battersea, commensurate with the level of the post holder.

Reporting to: Director of Resources
Responsible for: Duty First Aiders
Liaising with: Safeguarding Team, Mental Health Lead, teachers, support staff, students, parents/carers, academy catering supplier, Health Authorities, Social Services, the Local Authority (NHS) school nurse and other outside agencies.
Disclosure Level: Enhanced DBS

Main Areas of Responsibility

Medical: Operational/Strategic Planning

- To be the first point of contact in respect of administering first aid for both students and staff within the school.
- To be the named responsible officer for all first aid matters within the Academy.
- To be responsible for managing the register of suitably qualified first aiders within the Academy, ensuring that all qualifications are valid, and developing a programme of renewals for first aid qualifications for staff.
- To ensure that there is sufficient qualified staff to assist in the administration of emergency first aid in compliance with published ratios in respect of student numbers.
- To be responsible for arranging and communicating a first aid duty rota, as well as supporting other first aiders.
- To be responsible for the Health & Safety and compliance of the Medical room including the controlled drugs and emergency storage.
- To liaise with the academy catering supplier regarding student dietary requirements including ensuring appropriate notification is submitted regarding allergen information.
- To take charge of the administration of all student medication at the Academy and ensure all medication is kept in line with legal and Federation requirements.
- To be responsible for delivering the specific medical related needs of students as defined within their individual Statements of Additional Needs / care plans.
- Use Medical Tracker to keep logs of all first aid incidents, medication and medical conditions, as well as utilising spreadsheets and paper-based records as required for the medical room.
- Analyse data on the Medical Tracker and report on findings to Line Managers and SLT, with suggested solutions for improvement e.g. reduction of injuries in various locations.
- Attend regular Medical report meetings with the Director of Resources to discuss medical data and issues, and report in line with the Federation BPSG requirements.

- To co-ordinate communication home around any first aid incidents
- To write and update all the individual health care plans for the pupils tracking and monitoring any changes throughout the year; ensuring all IHCPs are written in conjunction with hospital and family.
- To administer the programme, and assist where necessary, of student medical examinations, assessments and inoculations as required.
- To advise and train Academy staff via CPD (in conjunction with the Health Authority) in specific procedures which they may be expected to carry out in the absence of a trained nurse.
- To promote health education in partnership with the teaching/support staff via the PSHE curriculum and the Health Authority.
- To ensure that the highest possible standards of clinical procedures are maintained.
- To liaise with parents/carers and medical personnel to ensure that the health needs of students are satisfied.
- To be responsible for ensuring that suitable and sufficient stocks of first aid consumables and equipment are maintained within the Academy
- To work within current Child Protection Procedures and to liaise with the campus nominated Child Protection Officer. To be aware of Wandsworth's Child Protection procedures.
- To meet with outside agencies such as CAMHS, the Local Authority (NHS) school nurse, social care, site police officer, local GPs and dentists, opticians etc. and implement care from these meetings.
- To refer to the in-school Mental Health Lead, into CAMHs and other mental health services, as well as following up referrals with the CAMHs in school team.
- Support children who self-harm (full range) and document incidents and support on CPOMs, as well as informing CAMHS/Local Authority (NHS) school nursing
- To ensure confidentiality of all medical information.
- To work at other Harris Academies across the Federation.
- To ensure up-to-date clinical and professional practice is maintained.
- To undertake any training commensurate with the post.
- To lead on the breakfast club for students and school foodbank for our community
- To support the wider student support team when required e.g. with home visits

Staff Development: Recruitment/Deployment of Staff

- To take part in the Academy's staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in the relevant areas
- To engage actively in the Performance Management Review process.
- To work as a member of a designated team and to contribute positively to effective working relations within the Academy, assisting in other teams when necessary.

Quality Assurance

- To help to implement Academy quality procedures and to adhere to those.
- To contribute to the process of monitoring and evaluation of the subject area in line with agreed Academy procedures, including evaluation against quality standards and performance criteria.
- To seek/implement modification and improvement where required.

Management of Information

- To maintain appropriate records and to provide relevant accurate and up-to-date information for Academy correspondence.

- To complete the relevant documentation to assist in the requirements of the role

Communications

- To communicate effectively with the parents of students, staff, and Federation personnel, as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the Academy.
- To follow agreed policies for communications in the Academy.

Marketing and Liaison

- To take part in marketing and liaison activities such as Open Evenings.
- To contribute to the development of effective links with external agencies.

Management of Resources

- To contribute to the process of the ordering and allocation of equipment and materials.
- To assist the Director of Resources, Assistant Principal & Vice Principal to identify resource needs and to contribute to the efficient/effective use of physical resources.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the Academy, subject area and the students.

Pastoral Systems

- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved

Academy Ethos

- To undertake such other duties as may be required, commensurate with the level of responsibility of the post
- To engage actively in the performance review process, addressing appraisal targets set in conjunction with the line manager each autumn term
- To participate in training and other professional development learning activities as required.
- 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.
- To support and attend academy events such as Open Evening.
- To promote actively the academy's corporate policies.
- To adhere to the academy's Dress Code.
- To comply with the academy's Health and Safety policy and undertake risk assessments as appropriate.
- To be familiar with and promote safeguarding requirements, demonstrating adherence to the DfE Guidance 'Keeping Children Safe in Education and the academy's Safeguarding/Child Protection policies.
- To be aware of and comply with all academy and Federation policies and procedures, in particular those relating to conduct, child protection (as above), health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

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 (as defined in the Equality Act 2010).

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

Person Specification

Area	Essential	Desirable
Qualifications, Knowledge & Training	• A good standard of education including English and Mathematics GCSE or equivalent • Awareness of current public health services • Awareness of current developments in school • Knowledge of safeguarding procedures • Knowledge of confidentiality • Knowledge of Microsoft software • Some understanding of infection control • First Aid qualification • Knowledge of many of the social issues facing students from disadvantaged backgrounds	• Evidence of continuing professional development and education, e.g. job specific training • Awareness of public health legislation • Understanding the process of risk management and risk assessment
Experience	• Minimum of 3 years' admin experience • Working with children and families • Experience in organising and managing support for students • Experience in organising and managing training for relevant staff members and managing logs • Experience of using spreadsheets • Analysing accident reporting log data and first aid logs for patterns and trends • Creating actions plans in response to analysis to minimise accidents and first aid visits by students/staff • Experience of working with professionals	• Experience of working in an inner-city school or educational establishment Experience of infection control • Experience of writing health care plans for students with medical concerns • Experience in a similar role dealing with medical care of students, and administering medication to students • Experience of working with students from a range of ethnic backgrounds • Experience of working with professionals in giving vaccinations and other medical care

Personal Skills & Qualities	• Excellent written and verbal communication skills • Ability to communicate with students from a range of different backgrounds • Use of a school data management system • Ability to produce user friendly data • Ability to communicate with parents and other key stakeholders • Ability to remain calm under pressure • Ability to work to tight deadlines • Ability to generate ideas and drive solutions • Ability to work with challenging young people • Commitment to equality and diversity • Ability to work with a team of duty First Aiders • Ability to work in collaboration with other professional both internally and externally • Excellent organisational skills • Good time management skills • A positive and proactive person with emotional resilience • High levels of energy and enthusiasm • Flexible and adaptable in terms of duties and hours	• Working in a community • Sports injuries training • Able to train first aiders • Deliver assemblies / lessons to students to education them in a range of health care issues • Delivering CPD to staff regarding how to support students with health care needs
Academy Requirements	• 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	

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:

1) Equal Opportunities
2) Health and Safety
3) General Data Protection Regulations (2018) and Data Protection Act 2018
4) Safeguarding children

Applying For The Position

We encourage you to apply as soon as possible as we may interview and offer to a candidate before the closing date. Please note that we only accept applications submitted before the closing date via our careers website.

Thank you for your interest in the Harris Federation. We look forward to receiving your application.

Before You Start Your Application

Please remember to check your junk mail folders for our email communications and add us to your safe senders list to ensure all future email communication is received. This is important to ensure you are kept up to date on the status of your application and to avoid delays in the recruitment process.

To submit an application, you'll need to have ready:

- Personal information about you
- Details of your education and employment history
- Details of any qualifications and training gained
- A CV and/or supporting statement to upload

Help and Support

For our Help and Support completing your application, visit **www.harriscareers.org.uk**

Safeguarding Notice

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.**