



## Twyford Church Of England Academies Trust

"I have come that you might have life and have it to the full" John 10 v10



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### Ealing Fields High School

#### Job Description

|                                    |  |
|------------------------------------|--|
| <b>Job Title</b>                   | <b>Reprographics and Welfare Administrator</b>   |
| <b>Grade:</b>                      | Grade 5, scale points 12 – 15 (£24,603pa - £25,950pa).   |
| <b>Line Manager:</b>               | Office and Communications Manager  |
| <b>Supervisory Responsibility:</b> | None, apart from assisting in the work familiarisation of new staff  |
| <b>Hours:</b>                      | <b>Full time:</b> 35 hours/week, 52 weeks/year*<br><i>*An additional 1 ½ hour per day is to be worked every day in term time; these hours are accrued and taken as time in lieu in the school holidays when the school office is quiet or the school is closed</i><br><b>Term time only with a pro-rated salary to be considered for the right candidate</b> |

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#### Main purpose of the job

1. To act as the School's 'first-point-of-call' First Aider
  2. To carry out reprographic duties to support students and staff
  3. To act in support of the Administration & Communication Team and wider school
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#### Specific responsibilities and tasks

##### 1. To act as the School's 'first-point-of-call' First Aider

- To assist students who attend the welfare room
- To ensure all procedures are followed when dealing with students
- To maintain a log of support given to students in each case
- To liaise with parents if necessary
- To update SIMS system with any action information regarding students
- To ensure student's medication is kept secure and maintain records for individual students
- Monitor medicines and care plans for students
- To maintain stocks of medical supplies used in the welfare room and re-order when necessary
- Ensure Medical Bags are kept fully stocked for use on trips, outings and on-site
- Liaise with the School Nurse regarding immunisations and assist in the preparations for vaccinations given at School

## **2. To carry out reprographic duties to support students and staff**

- To collect all requests for reprographics either left in person, left with written instructions, or by email
- To process all reprographic requests accurately and within agreed time constraints
- To prioritise work during busy times, such as during preparation of examination papers
- Ensure paper stocks, card and laminating pouch supplies are maintained and orders placed when necessary
- To maintain machines where possible or request professional assistance from engineers
- To maintain a stock of machine supplies such as toners and staples
- To collect confidential materials requiring shredding and arrange for appropriate disposal
- To maintain documents kept in archives
- To ensure the reprographics manual is kept up-to-date

## **3. General duties in support of the Administration & Communication Team and the wider School.**

*The following responsibilities are common to all staff in the Administration & Communication Team:*

- To undertake similar duties, commensurate with the level of the post, at the discretion of the Office & Communications Manager. This might include temporary re-deployment to meet the needs of the wider School, with normal duties having a lower priority or being temporarily put 'on hold'. These duties include (not limited to):
  - General clerical / administrative / filing support
  - Lunchtime and/or temporary cover
  - Supporting preparations for major School events
  - Communications with staff, students, parents and other external stakeholders
  - Administration supporting the functions of reception, attendance and/or behaviour
- To be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection.
- To adhere to School Health & Safety policy, including risk assessments and safety systems, and to assist with student welfare.
- To attend and participate in meetings, training, performance management processes and professional development, as required.
- To contribute to the overall ethos of the School.

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### **Key measures of success**

- Well organised, calm and responsive first aid service – positive feedback from staff and students.
  - Positive 360 degree feedback from teaching staff and key users of the administration and reprographics service.
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## Signatures

Signature of Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Post Holder: \_\_\_\_\_ Date: \_\_\_\_\_

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## Person Specification

| Education and Qualifications                    | Essential | Desirable |
|---|-----------|-----------|
| GCSE passes in English and Maths, or equivalent | ✓         |           |
| General administration qualification            |           | ✓         |

| Knowledge and Experience  | Essential | Desirable |
|---|-----------|-----------|
| Good ICT skills   | ✓         |           |
| Intermediate or advanced MS Office user                                   | ✓         |           |
| Previous administrative experience or of working in an office environment | ✓         |           |
| First Aid qualification   | ✓         |           |
| Experience of delivering First Aid  |           | ✓         |
| Experience of working in a customer service and support environment       |           | ✓         |
| Experience of working within a school environment                         |           | ✓         |

| Personal Qualities   | Essential | Desirable |
|--|-----------|-----------|
| Professional attitude and approach to work   | ✓         |           |
| Willingness and ability to manage own time and take full responsibility for work               | ✓         |           |
| Ability to organise, plan and prioritise work, paying attention to detail                      | ✓         |           |
| Enthusiasm for working with staff and students   | ✓         |           |
| Ability to communicate clearly and effectively with different audiences, orally and in writing | ✓         |           |
| Able to demonstrate discretion, confidentiality and commitment                                 | ✓         |           |
| Customer focused with excellent customer care skills   | ✓         |           |
| Excellent attendance and punctuality   | ✓         |           |

## Key Terms and Conditions

### Pay:

Grade 5, scale points 12 – 15 (£24,603 - £25,950) – pro-rated for term time only if applicable. Starting salary is on the lowest scale point in the grade; increments are then paid to staff with more than 6 months service in April of each year until the highest scale point in the grade is reached. Payment is by bank transfer on or by 26<sup>th</sup> of each calendar month.

### Hours of work:

The working week is 37.5 hours. Core hours are from 8.00am – 5.00pm . 8.00am – 9.00am to 4.30pm - 5.00pm with a half an hour lunch break or as agreed with the Office and Communications Manager.

\*\*An additional 1.5 hour is to be worked every day in term-time. These additional hours are accrued and used as time in lieu during school holidays when the school office is quiet (or the school is closed).

### Weeks of work:

**Full time** comprises 52 weeks with the following leave entitlement: Annual holiday entitlement of 24 days per year plus 3 days at the end of December (when the school is closed) plus 8 public holidays. Entitlement increases to 27 days after 5 years' service. Holidays are to coincide with periods when the school is closed and public holidays which will be notified from time to time.

### Pension Scheme:

You will be entitled to join the Local Government Pension Scheme. Details of the scheme are found here: [www.lgps.org.uk](http://www.lgps.org.uk)

### Probation:

All support staff appointments are subject to satisfactory completion of a 6 month probationary period.

*The Twyford Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undergo the child protection screening appropriate to the post, including an enhanced disclosure from the DBS (Disclosure and Barring Service) and references from previous employers. For more information about the DBS please see <https://www.gov.uk/disclosure-barring-service-check>*

*You will also be expected to sign and adhere to the school's SAFEGUARDING CHILDREN & YOUNG PEOPLE and SAFE WORKING PRACTICE AGREEMENT which is available as a download on the school website Vacancies page.*