

Yateley School – Job Description



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Learning Together – Empowered for Life

Job Title: Wellbeing Admin Assistant

Working Time: Up to 30 hours per week – term time only (39 weeks per year)

Job Purpose:

- To support the pastoral care, progress and behaviour of students under the direction of the House team.
- To provide medical support to staff and students in the absence of the nurse or during busy periods.
- To support the wider school admin function and transition between work streams during busy periods.

Line Management

Responsible to: Deputy Headteacher Culture and Transition/Welfare Manager

Responsible for: Administration to support student welfare and progress

Liaison with: Headteacher, Leadership team, teaching staff, student support services, external agencies and parents.

Primary Responsibilities

- Contribute to the administration support of the Wellbeing Centre, support the assistant Heads of Houses as and when required.
- Operate and monitor support systems for individual students. (CPOMS, Provision Map)
- Take over the responsibility for the medical room in the absence of the nurse and work with the school nurse to ensure medical room is covered at all times and provide support as and when required to ensure pupil records of medicines etc are kept up to date.
- Assess staff and student medical needs and administer front-line first aid e.g. plasters, bandages etc. and other remedies/action.
- Communicate with parents of students in relation to attendance, trip queries, medical matters
- Produce and process routine documentation/ correspondence against a broad framework provided by the Headteacher/ other teaching staff
- Keep up to date information and records in BROMCOM and in students' files.
- Provide support to the Deputy Headteacher (Culture) in respect of nominations for Student of the Week, Tutee of Half Term, awarding of Achievement Points or Behaviour Points.
- Take the lead on collating and distributing Year 11 student files and references to their chosen colleges, and update Year 7 folders received from Primary schools including scanning safeguarding details to CPOMS, whilst processing all in year joiners and leavers.
- Cover for the attendance manager when unavailable
- Make attendance calls home where identified, and upload to provision map
- Distribution of weekly attendance and behaviour threshold reports as directed by Heads of House.

- Take the lead on the distribution of second-hand school uniform and work with the school uniform officer to manage stock levels etc. Assist in the distribution of new school uniform to new year 7 students over the summer term.
- Provide admin support to the wider school during busy times of admissions, preparation for taster days and production of material from the reprographics dept etc.

OTHER SPECIFIC DUTIES

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from their manager to undertake work of a similar level that is not specified in this job description.

This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. *All successful candidates will be subject to Criminal Records Bureau checks along with other relevant employment checks.*

The School 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.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

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