

Job Title: SID and Health and Wellbeing

Reporting to: PA to Principal

Grade: 4

Overall purpose of the post:

To provide an effective and student friendly first point of contact for students on all matters relating to academy life. Ensuring students are directed to the correct advice and guidance or issued with information in a timely manner.

To provide a friendly and efficient reception service for staff and visitors to the academy, including answering telephone calls, registering visitors and providing administrative services as needed.

To provide effective first aid and medical assistance to students and staff throughout the Academy day during term time

Main duties and responsibilities:

- To act as a first contact for students and signpost enquirers to appropriate support.
- To provide a professional and effective reception provision, demonstrating excellent customer service skills when acting as the first point of contact for students.
- To assist with setting up academy events, presentations and other activities.
- To maintain and update student records as appropriate.
- Assist students and other members of the academy community to access Student Services.
- Ensure a professional and courteous reception service is provided to all students.
- Provide administrative support as and when required.
- Managing stock levels of items sold to students, including uniform and stationary.
- Check and process student records, including data validation, input and filing.
- Update and maintain appropriate reference materials and resources including student notice boards.
- Assist in following up student absences and timetable changes, including the collation of information on leavers and destinations.
- Meeting arrangements, minuting of meetings and the monitoring of action points arising from the meetings.
- Assisting the Principal's Personal Assistant and covering the duties of the Principal's PA in her absence.
- Collecting and storing all lost property.
- General administrative duties for the academy.
- Demonstrating an active commitment to their own professional development.
- Work towards and promote the vision and the current aims outlined in the Academy Development Plan.
- Support and contribute to the achievement of every child's outcomes.

- Undertake professional development activities to enhance personal development and performance. Maintain high personal professional standards of attendance, punctuality, appearance, conduct and positive relations with students, parents and staff.
- To be the key first aider for the Academy during the hours of duty during term.
- Administer medication to students in accordance with the Supporting Students with Medical Conditions Policy
- Ensure accident reports and RIDDOR reports are completed in accordance with the Health and Safety Policy, including gathering and collating appropriate documentation and statements from injured parties in relation to incidents

Additional Responsibilities

- Dealing with any immediate problems or emergencies according to the Academy's policies and procedures
- Respect confidential issues linked to home/students/teacher/academy work following the Trust's Data Protection and Freedom of Information Policy;
- Fire Marshall duties in the case of Fire and/or Emergency Evacuation were applicable
- To comply with the Academy's Child Safeguarding Procedures, including regular liaison with the Academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the Academy policies and procedures at all times.
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Personal Contacts

External: Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

Internal: Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.