



# Wadebridge School

Limited Company Registered UK (Charitable status)  
Company No: 07999988

**Headteacher: Miss T. Yardley B.A. Hons.**  
Gonvena Hill, Wadebridge, Cornwall PL27 6BU



Telephone Number: 01208 812881  
Fax Number: 01208 814883

E-Mail: [enquiries@wadebridge.cornwall.sch.uk](mailto:enquiries@wadebridge.cornwall.sch.uk)  
Website: [www.wadebridge.cornwall.sch.uk](http://www.wadebridge.cornwall.sch.uk)

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## **Administrative Assistant with responsibility for First Aid**

**£18,933 - £19,312**

**Reduced pro-rata**

**Term time plus 5 non-curriculum days**

**37hours/week**

**12 month contract in the first instance**

Wadebridge School is a popular and highly successful school which is looking to appoint a hard-working, organised and committed member of staff to the admin team – the successful candidate will be responsible for First Aid in the school. The post would suit someone with administrative experience, accurate keyboard skills and knowledge of the use of Microsoft Office, however, we also welcome applications from anyone who is willing to learn new skills in a busy and stimulating environment.

The Admin team play a key role in supporting all aspects of administration within the school and ensuring the smooth day to day running for staff and students alike. Due to staff changes within the team there is the opportunity for a full-time position. Experience of working within a school office and the ability to use SIMs would be an advantage but is not essential. It is, however, essential that the successful applicant is able to communicate effectively, is resilient, emotionally intelligent and able to work independently as well as part of a team, a smart outward appearance is crucial.

The responsibility for First Aid in the school involves providing immediate care and efficient first aid for students, staff and any other visitors to the school site, enabling them to be healthy and stay safe. This work will extend to working in partnership with the Student Support Team, families, parents/carers and students in order to remove any barriers to learning and supporting all aspects of physical and emotional well-being. Existing First Aid qualifications e.g. Level 3 Award in First Aid at Work (QCF) would be desirable, however, not essential, as training in this area would be provided. These outcomes and all other accountabilities must be embedded in the five strands of the *Every Child Matters* framework ensuring that all students have the opportunity to *Be Healthy, Stay Safe, Enjoy & Achieve, Make a Positive Contribution and Achieve Economic Well-Being*.

Wadebridge School has 1058 students and provides education for students from 11 to 16. The school became an Academy on 1<sup>st</sup> April 2012 and were successfully inspected by Ofsted on the 10<sup>th</sup> & 11<sup>th</sup> December 2019 – the full report is available to view on our school website [www.wadebridge.cornwall.sch.uk](http://www.wadebridge.cornwall.sch.uk).

The school is committed to safeguarding children and the successful applicant will be required to provide an enhanced DBS disclosure. To apply for this position, please complete the [non-teaching application form](#) and return by email to [rhughes@wadebridge.cornwall.sch.uk](mailto:rhughes@wadebridge.cornwall.sch.uk)

**Closing date:** Wednesday 9<sup>th</sup> June 2021 - midnight

**Interview date:** w/c Monday 14<sup>th</sup> June 2021

**Start date:** Negotiable with the successful candidate



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## Job Description

### Administrative Assistant with responsibility for First Aid

#### Main Purpose of the Job

To provide administrative support as part of the school admin team to all areas of the school to ensure the smooth day to day running for staff and students alike. You will be responsible for providing First Aid at school to students, staff and any other visitors to the school site, enabling them to be healthy and stay safe.

#### Principal Accountabilities – Administration

- To undertake typing/word processing of correspondence, standard letters, reports, publications and other documents as required by the Office Manager/Heads PA and/or School Leadership Team.
- To input new and updated information on the school's computerised system for pupil records, and ensuring all records are maintained and up to date. To assist in the production of reports, lists and other information relating to pupils records as requested.
- To maintain accurate school behaviour records and process data in accordance with the recognised administrative procedures for maintaining up to date behaviour records. To assist in the production of reports and statistical information relating to school behaviour as requested.
- To welcome visitors to the school, ensuring signing in procedures are followed, receiving and prioritising incoming telephone calls, dealing with them appropriately including accurately relaying messages as required. To liaise with staff, pupils, parents and outside agencies as and when required.
- To maintain at all times the utmost confidentiality with regard to all records and other information of a sensitive or confidential nature.
- To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Schools Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection).
- To maintain confidentiality of information acquired in the course of undertaking duties for the administrative team.
- To be responsible for your own continuing self-development, undertaking training as appropriate.
- To assist in the replenishment of stationery.
- To assist in arrangements, organisation and associated administration of supply teaching to cover staff absence using the school's management system (SIMs) with a view to taking over responsibility of this one day a week.
- To undertake other duties appropriate to the grading of the post as required.

#### Principal Accountabilities – First Aid

- To assess and attend to the minor medical needs of students and staff, administering appropriate first aid and communicating with parents/carers where appropriate.



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- To assess situations where there may be a more complex level of medical attention needed and take appropriate action, for example phoning for an ambulance or paramedic and then communicating with parents/carers and key members of staff.
- To be responsible for administering prescribed drugs, ensuring that parental consent is obtained and recorded. To be responsible for the safe-keeping of prescribed drugs in a locked cupboard.
- To liaise with the school's Transition Coordinator, Key Stage teams and partner primary schools in order to record, assess and support any students' potential medical needs prior to their enrolment.
- To communicate and work with the Student Support Team if students show any early signs of social, emotional, health or well-being issues, and work with them, school staff and other support agencies to prevent problems worsening and interfering with the child's ability to engage with school and learning.
- To keep informed records of all work done with young people and their families.
- To liaise with the School Nursing team to arrange appropriate vaccinations and ensure the smooth running of this process.
- To be responsible for maintaining accurate student medical records and regularly informing all relevant members of staff including those arranging trips and visits.
- To maintain confidentiality of information but also adhering to relevant information sharing in order to work collaboratively and in the best interests of the students and their families.
- To record the details of any accidents and injuries via the on-line reporting system, ensuring appropriate detail and statements are taken in order to notify the Local Authority.
- To be responsible for monitoring and replenishing the first aid boxes throughout the school, ensuring all equipment is in good working order and that adequate medical resources exist within the school and for off-site activities. This will include maintaining stocks and the ordering of medical supplies.
- To attend any relevant meetings regarding students and their families.
- To be responsible for your own continuing self-development, undertaking training as appropriate and beneficial.

## 5 Key Competencies

- The highest level of emotional intelligence enabling child centred support
- To secure commitment to the team vision and ethos through personal impact, presence and the ability to work as part of that team
- Set standards and provide a role model for students and staff through challenge and support
- To engage all stakeholders and the wider community in providing support for the provision of excellence
- A full understanding of Every Child Matters and its impact on all aspects of a child's development and future success