



CANNOCK CHASE HIGH SCHOOL

A C H I E V E M E N T F O R A L L

Business Services Administrative Assistant

Band 4 –24 hours per week term time

Job Description

Statement of Purpose

To work under the direction of the Executive Business Manager (EBM) to provide administrative support service for Site Services, Health and Safety and other aspects of Business Services at Cannock Chase High School. The post holder will ensure statutory compliance and assist in the implementation of the Health and Safety Policy, in liaison with the Leadership Team. The postholder will be a member of the First Aid Team.

Support to Organisation

Health and Safety

- Maintain health and safety records, including record of fire drills/alarm activations, monthly/quarterly/termly and other regular checks, risk assessments etc.
- Undertake termly checks on the locations of fire-fighting equipment and signage.
- Maintain a register of COSHH controlled products, data sheets and prepare COSHH Risk Assessments for all areas of the academy operation and liaise with departments to ensure that they have up to date Risk Assessments for their products and staff are operating within the specified controls.
- Follow up health and safety actions agreed with the Leadership Team and report to the EBM.
- Prepare information required for insurance claims.
- Recording student medical data on the school MIS system.
- Support the initial investigation of minor accidents and near misses, reporting issues identified to Site Team/Business Services Administrator – First Aid.
- Assist in the preparation of risk assessments.
- Support audit of first aid supplies.

Site Services

- Maintain H&S compliance records in liaison with the Site Supervisor, including internal checks, regular contractor site visits, annual testing and waste disposal records.
- Maintain record of D1 reports including quotes and works agreed and completed.
- Monitor the completion of compliance visits by contractors and ensure appropriate reports are received. Liaise with the Site Supervisor to ensure that any identified works are completed.
- Support the Business Services Officer in the administration of lettings of school premises.
- Register of mobile phones and portable electric heaters

Business Services

- Assist in the preparation of statistics and reports.
- Provide a phone system helpdesk and liaise with telephone service provider to resolve issues. Ensure that up to date records are held of staff direct numbers, extensions and phone serial numbers.
- Monitoring of the InVentry system and liaison with Helpdesk/online Chat to resolve issues.
- Produce reports and check that staff are using the InVentry system correctly, liaising with individuals to ensure accurate records are maintained of signing in/out times.



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- Undertake routine financial administration tasks as required by the Executive Business Manager, including the production of budget holder reports and perform various financial data checks e.g. petty cash, banking and journal checking.
- Support the EBM/BSO with general administration tasks as required.
- Liaise with external advisers as directed by the EBM.
- Complete and submit forms to external agencies, in liaison with the EBM/BSO.
- Undertake general clerical duties and provide cover for absent colleagues as and when necessary e.g. switchboard, reception duties, reprographics, etc.
 - Answer incoming and internal switchboard calls, dealing with requests and enquiries and taking messages as required.
 - Process, input and extract data held on the school's database systems.
 - Printing of resources as required.
 - Take minutes/notes in meetings as required, and circulate associated information.

Support to Students, Parents and the Community

- Act as qualified First Aider and member of the school first aid team, administering first aid to students, staff and visitors for minor injuries and sickness and to care for distressed children.
- Ensure that accidents and injuries are recorded appropriately within the school systems.
- Attend first aid training as required and ensure that first aid qualifications are kept up to date.
- Assist with arrangements for visits from external bodies, e.g. school nurse, etc.

Support to School (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Assist in preparations for school events as required.
- Participate in training and other learning activities and performance development as required.
- Perform other duties reasonably requested by the leadership team.

Note 1: The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.



Business Services Administrative Assistant – Person Specification

Factors	Essential or desirable	Measured by
Experience:		
• A proven track record of providing an excellent administrative and customer service in a diverse organisation.	Essential	A / I
• Experience of providing efficient and effective first aid service.	Desirable	A / Q
• Experience of administering first aid to students.	Desirable	A / Q
Qualifications/ Training:		
• Full First Aid certificate or willingness to complete the training.	Essential	A / Q
• Good general education to GCSE or equivalent experience, including GCSE in Maths and English.	Essential	A / Q
Knowledge and Skills:		
• Organisational skills and ability to prioritise workload to meet deadlines.	Essential	A / I
• The ability to remain calm under pressure and to work in a busy environment with many interruptions.	Essential	A / I
• Customer focused.	Essential	A / I
• Has excellent communication skills.	Essential	A / I
• Ability to maintain confidentiality.	Essential	A / I
• Ability to work as part of a team.	Essential	A / I
• Ability to work independently and on your own initiative.	Essential	A / I
• Proficient knowledge of Microsoft Word, Excel and e-mail.	Essential	A / I
• Good numeracy and literacy skills.	Essential	A / I
• High levels of accuracy.	Essential	A / I
Personal Qualities:		
• A friendly and professional approach, demonstrating patience and respect towards service users.	Essential	A / I
• Open, honest and an active listener.	Essential	A / I
• Committed to the needs of students, parents and other stakeholders and is prepared to challenge barriers to the provision of an effective service.	Essential	A / I
• Demonstrates a solutions focused attitude and encourages others to support in achieving expectations.	Essential	A / I
• Acts with pace, urgency and enthusiasm.	Essential	A / I
• Takes responsibility and accountability.	Essential	A / I
• Flexibility with working hours to manage peaks in workload.	Essential	A / I
• Is committed to continuous quality improvement of the service.	Essential	A / I
• Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas and open to developing new skills.	Essential	A/I