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## JOB DESCRIPTION

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**Job Title:** Medical Needs, PBS & Safeguarding Administrator

**Responsible to:** Head of Therapeutic Support & School and Home Nurse, CEO

### RESPONSIBILITIES:

#### MEDICAL NEEDS

1. To support and assist the School and Home Nurse as required with all medical and health matters.
2. To provide support with ensuring all records are completed and accurate.
3. To provide regular reports/charts to designated staff members on agreed frequency, for internal meetings and all reviews for all young people
4. To create specific reports and present results to a small group of staff when required.
5. To attend, minute meetings when required.
6. To ensure all health and medical documents are updated on agreed frequency, including communication with the staff members responsible.
7. To administer First Aid, treatments and medication, in accordance with the School's policy and procedures.
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#### POSITIVE BEHAVIOUR SUPPORT (PBS)

1. To support and assist the Head of Therapeutic Support as required with all PBS matters.
2. To provide support with ensuring all records are completed, accurate and closed as soon as possible following an incident.
3. To provide regular reports/charts to designated staff members on agreed frequency, for internal meetings including analysis and all reviews for all young people
4. To create specific reports/charts including analysis and present results to a small group of staff when required.
5. To attend, minute and at times lead post incident review meetings when required.
6. To ensure all PBS plans and Individual Risk Assessments are updated on agreed frequency, including communication with the staff members responsible.

#### Behaviour Watch (BW)

- To update classes and houses information and make changes of any young people's class and house movement during academic year.
- To ensure all young people are allocated to new classes and houses before the beginning of each school year.
- To have an in depth understanding of all BW system functions.
- To liaise with BW for all system changes and ensure all requests are logged and implemented as agreed.

### **SAFEGUARDING**

1. To support and assist the Safeguarding Team (DSL & Deputies) as required with all safeguarding matters.
2. To assist the Safeguarding Team and take responsibility when required for the development of the Safeguarding training.
3. To log and coordinate response for low level concerns when required
4. To provide support with ensuring all records are completed, accurate, closed and securely filed as soon as possible following a safeguarding alert or concern.
5. To attend and minute the Safeguarding Team meetings.

### **ADMINISTRATIVE SUPPORT AND INFORMATION SHARING**

1. To be responsible for the Head of Therapeutic Support's and the School and Home Nurse's administrative filing including confidential items such as safeguarding documents.
2. With other administrative staff, to manage hospitality for visitors, meetings and events/functions throughout the year.
3. To order and maintain admin stationery requirements, maintaining a 'clear desk' policy through effective and efficient use of filing mechanisms.
4. To proofread documents, ensuring these are distributed as required.
1. To provide general clerical assistance, including typing, filing, photocopying, faxing and taking messages for staff, as and when required to ensure the continued effective function of the school office.
5. To assist when and as required with general office duties, including routine management of office equipment, including photocopiers, fax machines etc. to facilitate the efficient operation of the School.
6. To maintain awareness of and commitment to the School's equal opportunity policies in relation to both employment and service delivery.
2. To produce and provide copies of incident reports to social workers, parents and other relevant professionals within agreed and regulatory timeframe.
3. To assist the Head of Therapeutic Support with the compiling and analysis of data for all statutory documents and reports when required.
4. To text process letters, reports, minutes and produce forms, and distribute as appropriate.
5. To manage emails – distribution, responding appropriately
6. To manage receipt of postal mail related to role – distribution, responding appropriately
7. Recording phone messages and passing on appropriately as necessary

8. To redirect calls through school switchboard, taking concise messages as appropriate
9. To greet visitors and ensure all security and fire regulations are followed
10. To prepare the meeting rooms and make equipment available as necessary
11. To be responsible for taking minutes at meetings as required
12. To arrange catering and refreshments for meetings as required
13. To coordinate booking of meeting rooms as required.

#### **LIAISON**

1. To attend meetings, conferences and workshops identified by the Head of Therapeutic Support.
2. To help plan, prepare, attend and participate in Fairs, Parents Days and Open Days.

#### **TRAINING, MANAGEMENT, COMPLIANCE AND PERSONAL DEVELOPMENT**

1. You will endeavor, through further external or internal training sessions or courses, to enhance the professional quality of your work.
2. As part of your role you may be required to participate in some training as instructed by the Head of Therapeutic Support.
3. You will need to be familiar with the School's policies and procedures, e.g. on child protection, missing person, complaints procedures etc. and be aware of your responsibility to your own and other's health and safety.
4. You will be involved in regular supervisions with the Head of Therapeutic Support. At these sessions your responsibilities will be reviewed and further training needs identified and agreed.

#### **GENERAL RESPONSIBILITIES**

1. To maintain confidentiality at all times; some information will be of a sensitive nature, some will be covered by the Data Protection Act
2. To perform duties to agreed timetables and deadlines
3. To comply with health and safety policies, including fire precautions and prevention.

#### **OTHER**

1. To have regard to the health and safety of all users of the building and assist site staff in the event of any emergency or fire drill.
2. To deal quickly and calmly with emergencies, giving accurate information to the emergency services and others when required.
3. Such other duties as the Company may from time to time require.

#### **MISSION STATEMENT**

1. To work in accordance with the Mission Statement and uphold the ideals, vision and values of Thornleigh Camphill Communities.

This Job Description and the tasks listed are not exhaustive and TCC reserves the right to change and amend to meet the operational needs of the School.

This job description sets out the duties of the post at the time it was drawn up and is not part of the contract of employment. The post holder may be required from time to time to undertake other duties as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

## Person Specification – Medical Needs & PBS Administrator

Criteria for Selection	Essential or Desirable	Method of Assessment
<b>Education, Training and Qualifications</b>		
High general level of literacy and numeracy, preferably degree level	<b>E</b>	Application form Qualifications
3-day first aid qualification	<b>D</b>	
<b>Experience</b>		
Working in an office environment	<b>E</b>	Application form Qualifications
Dealing with members of the public	<b>E</b>	
Experience of administration	<b>E</b>	References
2 years experience in a related field of work	<b>E</b>	Interview
Experience in a special school	<b>D</b>	
Experience of administration in a school or other educational establishment	<b>D</b>	
<b>Skills and abilities</b>		
Good communication skills verbal and non-verbal	<b>E</b>	Application form References
An ability to learn fast and absorb information quickly	<b>E</b>	
Collaborative skills	<b>E</b>	Interview
Good telephone manner	<b>E</b>	
Good decision making, based on evidence	<b>E</b>	
Excellent time management and organisation	<b>E</b>	
Delegation skills	<b>E</b>	
Ability to manage and prioritise a varied work load in a number of related, but diverse, disciplines	<b>E</b>	
<b>Competent ICT – skills should include:</b>	<b>E</b>	
<ul style="list-style-type: none"> <li>• <b>Competent use of spreadsheets and databases.</b></li> <li>• <b>The ability to produce with confidence pivot tables, data extraction and manipulation, analyse and present data.</b></li> <li>• <b>Confident use of word processing and slideshow presentation packages</b></li> </ul>		
Keeping a clean, tidy, well ordered environment	<b>E</b>	
<b>Personal qualities and attitude</b>		
Ability to maintain confidentiality	<b>E</b>	References
Ability to work under pressure	<b>E</b>	Interview
Good communicator, diplomatic	<b>E</b>	

Self-motivated and motivates others	<b>E</b>	
Team player, inclusive and respectful	<b>E</b>	
Actively support the ethos of the School	<b>E</b>	
Problem solver, strategic thinker and planner	<b>E</b>	
Sense of humour	<b>E</b>	