

# Todmorden High School

## Application Pack



**ROLE: Student First Aid and Attendance Administrator**

(until 31/01/2023 in the first instance)

**SALARY: NJC Scale 2/3 £19,264 - £20,043 pro rata**

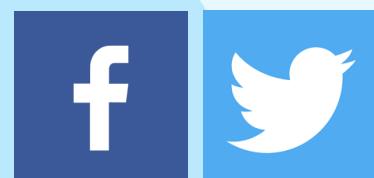
**REPORTS TO: Exams and Data Manager**

**HOURS: 37 hours per week**

**TTO plus 3 training days**



**Todmorden High School  
Ewood Lane  
Todmorden  
OL14 7DG  
[www.todhigh.co.uk](http://www.todhigh.co.uk)  
01706 813558  
@TodmordenHigh**



**Ambition, Respect, Care and Honesty**

# A warm welcome to Todmorden High School

## Message from the Headteacher



'We pride ourselves on our open and friendly approach along with our high expectations of what our students and staff can achieve'.

School vision : Enabling individuals to unlock their unique potential.

Dear Applicant,

It is my pleasure to introduce you to our educational family. Todmorden High School is a small, successful school at the heart of our community. We pride ourselves on our **open and friendly** approach along with our high expectations of what our students and staff can achieve. We aim not only to foster a thriving climate for learning, but to provide the very best career opportunities for everyone; in an environment where aspirations can be met and opportunities for **personal development and growth** remain a constant priority.

We are committed to creating a culture where all students and colleagues at all levels, can feel proud of who they are, and of their achievements - all this in an environment where **our values** can thrive. In keeping with our values, we strive to create a school that celebrates difference. **Ambition, Respect, Care and Honesty** remain at the forefront of everything we do; we are trusted to do the right thing for each other, our students and our wider community. There are **stimulating and rewarding** times ahead at Todmorden High School and I very much look forward to sharing them with you.

A handwritten signature in black ink that reads "Gill Shirt".

Gill Shirt  
Headteacher

**Ambition, Respect, Care and Honesty**

# School Life

Our teaching staff provide an inclusive education to meet the individual needs and abilities of each student. Our curriculum focuses on the development of skills, knowledge and understanding, not only in subjects but in social, moral, spiritual and cultural education and British values. We aim for all our students to unlock their unique potential academically, personally and morally, so they are fully equipped to make the right choices in life.

Our curriculum is aspirational, supporting social mobility. We give our students a broad and balanced curriculum that will give them the foundation they need to lead happy and successful lives, underpinned by our core values of **Ambition, Respect, Care and Honesty**.



**"The teachers are really good at being supportive and help me in my learning"**

Year 7 Student—Student Voice Survey response 2022.



**Ambition, Respect, Care and Honesty**

# Our Vision

We believe that every child has  
**unique potential**  
and at Todmorden High School,  
we're here to enable  
every child to **unlock it.**

**"Todmorden High School is a welcoming and friendly school. Pupils enjoy coming to school because they feel safe and they learn a lot."**

Ofsted January 2020, Good



**"Pupils and teachers understand the ARCH values of ambition, respect, care and honesty. These values are clear in the lessons and in the pastoral care in the school. Parents mention these values too. Pupils say that bullying is not common and that, when it happens, teachers deal with it"**

## Ambition, Respect, Care and Honesty

# Our Values

**Ambition:** High expectations for yourself, the community and the wider world.

**Respect:** For yourself, the community and the wider world.

**Care:** Caring for yourself, the community and the wider world.

**Honesty:** Being true to your unique self, the community and the wider world.

## Behaviour and Standards

Every student is expected to uphold our school values, which are displayed in every classroom. They are a constant reminder to our community of our expectations.



**"In lessons, pupils get on with their work and they behave well. Teachers have high expectations of pupils in their lessons and inspectors saw this in their work. The school has thought carefully about what pupils need to learn."**

Ofsted January 2020, Good

**Ambition, Respect, Care and Honesty**

# Our People

## Students

**"Student voice is strong. Opportunities are regularly given to me and other students for us to voice our opinions and ideas and contribute to school life"**



## Parents

**"My daughter has settled in extremely well at Todmorden High School and the experience for her on the whole so far has been a very positive and confidence –boosting one."**

## Staff

**"The school offers values-driven education where we all work together within a family ethos with the best interests of students at the heart of all decisions."**



**Ambition, Respect, Care and Honesty**

# The Role

**On a fixed term basis for five months in the first instance, a vacancy has arisen for a Student First Aid and Attendance Administrator.**

The post holder will join our existing team and work under the instruction and guidance of the line manager for the Student Reception area.

Student Reception complements Visitor Reception, with all team members interlinking and supporting each other on a continual basis. We are seeking an enthusiastic colleague, who will join our Student Services team.

Our main requirement is a team player who is confident in dealing with medical and First Aid, a colleague who is calm under pressure and understands the needs of the wider team.

The school is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

## ***Main Purpose of the Post***

- A fulltime position services the needs of Student Reception between 8.00am-4.00pm acting as Lead First Aider for the School (over three days) and Attendance Administrator (over two days).
- Providing a first class, professional and caring first aid service and accurate and timely attendance administration.
- The post holder will provide administrative support for student attendance forming part of the school's wider support team, using SIMS on a daily basis to maintain accurate student records in relation to attendance and ensure all registers are completed and are compliant.
- Generating daily absence reports following the compulsory AM and PM registers.
- Check for missing students in classrooms or elsewhere in School and if necessary, ringing home.
- Update SIMS with any sickness, holiday or other attendance information pertaining to individual students.

## Main Duties and Responsibilities

- Partnership working with the Attendance Officer in relation to students in the Medical area
- Assist with gathering primary transition information in relation to medical needs
- Attend to all pupils medical and welfare needs
- Enter all student medical information into SIMS, maintaining accurate records in accordance with new and changing medical needs, and inform staff of relevant information, including for all school trips.
- Complete Health Care Plans
- Meet with the parents of students returning to school after an injury which impacts mobility, hearing or sight and agree a temporary healthcare plan, liaising with the Teachers, PE dept and first aiders
- Issue laptops for students with injuries
- Issue medical cards
- Responsible for the safe-keeping of prescribed drugs in a locked cupboard and obtain necessary paper-work
- Accurate list of all staff accredited with First Aid at Work, together with dates of expiry. Liaise with line manager to arrange training to ensure that an appropriate number of staff for all areas of school are trained in these skills.
- Maintain the accident book
- Administer student medicines
- Undertake specialist first aid training (e.g Defib training, diabetes training) and share knowledge with others
- Carry out stock audits of all First Aid boxes and First Aid kits throughout the school (including those used for trips) and ensure they are replenished. Ensure all emergency First Aid medical equipment is in good working order.
- To be responsible for maintaining stocks and ordering medical supplies and equipment in order to ensure adequate emergency medical resources exist within the school (Medical, Science, PE, Food Tech).
- Immunisation – all aspects of immunisations for students, liaising with Immunisation Team/Students/ Parents. Sending out consent letters to parents etc.

## Attendance Administrator

- Implement, organise and monitor the school attendance system.
- Liaise with the Lead Attendance Officer for student absence
- Send and monitor Truancy Call for absent students.
- Log all details of student appointments, Exam details and trips on Sims

**Ambition, Respect, Care and Honesty**

## **General Student Reception duties**

- Servicing the needs of Student Reception and working within the wider team
- Maintain uniform room/lending student's items of uniform
- Maintain Student files, filing, creating new files, archiving old files, help with Learning Manager's filing
- Assist Attendance Administrator at busy times during morning registration and when Ns on registers
- To maintain confidentiality of information acquired while undertaking duties for the School.
- Selling and ordering equipment for students to purchase.
- Collect, record and safely store any confiscated items i.e. mobile phones
- Undertake a lunchtime duties and transition points as part of a team placed on a rota

## **Skills:**

- Able to work using own initiative.
- Excellent communication skills.
- Excellent team player.
- Actively participate in the promotion of good communications throughout the School.
- Provide pastoral care to pupils of the school.
- From time to time you may be required to assist in other duties in support of other activities at school.

It is essential you have a good level of numeracy & literacy (GCSE English & Maths or equivalent) and possess good ICT skills. If you have excellent organisational skills, good communication skills both verbal and written, have the ability to set and maintain high standards and initiate and adapt to change and support young people, we would like to hear from you. A commitment to own personal and professional development is essential.

## Person Specification Student First Aid and Attendance Administrator

ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<p>Experience of</p> <ul style="list-style-type: none"> <li>• Working in a busy, pressured environment</li> <li>• Working within a team setting</li> <li>• Able to demonstrate sound IT skills, customer service and in particular telephone communication (internal and external)</li> <li>• multi-tasking</li> <li>• empathy with others</li> </ul>	<p>Experience of:</p> <ul style="list-style-type: none"> <li>• working with students/young people in a school or community setting</li> <li>• handling confidential information</li> <li>• working with sensitive matters</li> <li>• Safeguarding training/awareness</li> </ul>	Application Interview
<ul style="list-style-type: none"> <li>• Educated to Level 2 (GCSE Grade C+) standard or equivalent in Maths and English</li> <li>• Excellent work-based skills in Word, Outlook, Excel, PowerPoint, database management and internet skills and Office 365</li> </ul>	<ul style="list-style-type: none"> <li>• Educated to Level 3 (A Level) standard or equivalent</li> <li>• Recognised ICT or Office Administration qualification</li> </ul>	Application Interview
<ul style="list-style-type: none"> <li>• Strong interpersonal skills and an ability to communicate at all levels</li> <li>• Excellent organisational skills</li> <li>• A strong professional outlook incorporating drive, presence and discretion</li> <li>• Excellent command of English to be able to draft letters and reports to a high standard</li> <li>• Ability to adapt to change and respond positively to new challenges</li> <li>• Conscientious with a flexible approach to work</li> <li>• Resilience, stamina and an ability to stay calm under pressure</li> <li>• High standards of personal presentation</li> <li>• A strong understanding of young people and their needs</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of school systems and processes</li> <li>• Interest in use of new technologies</li> <li>• De-escalation strategies</li> </ul>	Application Interview
<p>A commitment to</p> <ul style="list-style-type: none"> <li>• Work to the school's vision and to upholding the school's corporate values</li> <li>• participate in staff development</li> <li>• comply with School's Equal Opportunities Policy</li> <li>• safeguard and promote the welfare of young people and vulnerable adults</li> <li>• work in accordance with the school's policies and procedures</li> </ul>		Application Interview

**Ambition, Respect, Care and Honesty**

# How to Apply

Interested candidates are invited to complete a THS application form and return to [r.ogden@todhigh.co.uk](mailto:r.ogden@todhigh.co.uk)

Application deadline	Monday 4th July
Candidates shortlisting	Monday 4th July
Interviews	To be confirmed

We are committed to providing a workforce that better reflects our community. Applications are welcome from all suitably qualified candidates regardless of ethnicity, gender, age or disability.

Todmorden High School is committed to safeguarding and promoting the welfare of children and young people, all staff and volunteers are required to share this commitment. Due to the nature of this role, you will need to complete an enhanced DBS and undergo pre-employment screening.

Todmorden High School is committed to adhering to Data Protection regulations in regard to how we store your personal information. To view our full recruitment privacy notice please visit our website [www.todhigh.co.uk/recruitment](http://www.todhigh.co.uk/recruitment).

