

Information Pack for Candidates
School Nurse Admin Assistant - part time

Starting ASAP



School Nurse Admin. Assistant Job description

Job Title: Nurse Admin Assistant

Line Manager: Senior Nurse

Hours - The role will be for 12 hours per week. Exact hours to be agreed on appointment. Please note this is a term time only position.

Close working relationship with: Welfare Assistant and School Nurses

Salary & Benefits

- Competitive salary £30-32,000 **pro rata** per annum
- The School will enrol you from the first day of your employment in a non-contributory pension scheme with the School contributing the equivalent of 10% of your salary on a monthly basis.
- A free lunch is provided
- Use of School sports facilities when available
- Annual Flu Vaccination
- Employee Assistance Programme provided by Education Support
- Training and development opportunities available



Closing Date: 28 September @ noon

Interview Date: 3 October

Channing School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. To assist in this, the school follows a formal recruitment procedure for the employment of all staff which adheres to the recommendations of the Department for Education (DfE) in "Safeguarding Children and Safer Recruitment in Education" and the school's Child Protection Policy. In line with our Recruitment Policy, all shortlisted candidates will be subject to online searches including social media. A copy of this procedure is available on request.

Subject to statutory provisions, no applicant will be treated less favourably than another on the grounds of a protected characteristic. Ability to perform the job will be the primary consideration.

School Nurse Administrative Assistant Job Description

Main Duties:

- Maintenance and ordering of supplies, equipment and medicines.
- Management of electronic student records, including storage and safe disposal.
- Input/ export data for maintenance of digital student medical records
- Support Nurses with booking student appointments for welfare chats and vaccinations.
- Administrative support with organising vaccination programs
- Liaising with School Nurses to maintain records of staff with FA/ medicines training and booking courses as required
- Liaising with School Nurses to communicate with parents / external agencies as required.
- Supporting School Nurses with maintenance/ changes of IT systems
- Generating reports as required
- Responsible for ensuring school signage including First Aid notices are displayed and up to date.
- General administrative duties including photocopying, printing, filing as required
- Data analysis of medical services including number of consultations, reasons for visits etc.
- Checking and restocking of first aid kits throughout the school.
- Ensuring first aid notices throughout the school are updated and in place.
- Helping with display boards
- Supporting Nurses with schoolbase records of new students/ updates
- Updating students' Schoolbase records with information from Department meetings
- Booking and recording minutes of any medical department meetings.

Personal specification

Essential	Desirable
-----------	-----------

<ul style="list-style-type: none"> ● High IT proficiency including use of Excel, G Suite or other cloud based program ● Highly organised and good at multitasking and prioritising ● Polite and professional written and verbal communication skills ● Prior admin. experience ● A proactive, solution-focussed attitude, showing initiative ● Works well independently and also as part of a team ● Understand importance of maintaining confidentiality ● Working knowledge of Child Protection issues in the workplace. ● Ability to establish positive relationships with staff, pupils and parents 	<ul style="list-style-type: none"> ● Experience of working in a school ● Awareness of Data Protection issues and GDPR legislation ● Experience of statistical analysis ● Level I Safeguarding trained ● First Aid trained
--	--

Channing School

Information about the School for candidates

The School

Awarded 'Excellent' in all areas inspected by ISI in 2022, Channing School is summed up by its vision, 'Girls Enjoying Success'.

Girls at Channing enjoy academic success from a tailored educational programme that encourages confidence, independent thinking and provides girls with life skills to take on the next stage of their education as thoughtful, responsive, socially aware adults, prepared for the challenges of the world today.

Founded in 1885 by Unitarian sisters Emily and Matilda Sharpe, supported by Reverend Robert

Spears, Channing School, named after notable American Unitarian William Ellery Channing, has been known as a successful, happy community. Remaining true to our Unitarian foundation, the School is an inclusive community that values the individual skills, spiritual beliefs, achievements and contribution of all members of the school community.

Academic achievement

Academic results are excellent – GCSE and A Level results details consistently place us amongst the top 50 schools in the UK and top 20 in London. Virtually all our sixth formers go on to University, or to Art College, some after a gap year. Girls also excel in a very wide range of co-curricular and extra curricular activities, and especially in Music, Drama, Sport and Art.

Community spirit

The Head and members of staff know every girl personally and as an individual. We have a strong family tradition and an enthusiastic and supportive parents' association. The atmosphere is calm, focussed and purposeful. We set high standards emphasising concern and respect for the needs of others. A major feature of the school is the huge diversity of the extracurricular activities on offer to pupils and it is expected that all staff will contribute to this side of the life of the school. Opportunities exist for involvement in cultural, dramatic, sporting and intellectual pursuits and we like staff to assist in areas where they have a genuine interest and enthusiasm.

Exceptional setting

The school is in an attractive part of Highgate, with convenient transport links by road and underground. Visitors are often surprised at how light, green and open our site is. We have preserved the character of the older buildings, but completely refurbished and redesigned them to provide bright and spacious teaching rooms. Our ambitious £13m building programme, completed in 2017, has provided us with excellent dining facilities, a Music School, a new Sixth Form Centre, Sports Hall with fitness suite and a state-of-the-art Performing Arts Centre.

