



Job Description

Job Title: Medical Centre Admin Assistant

Responsible to: Senior Sister

Job Summary To ensure daily functioning of the Medical Centre by assisting with all administrative functions as directed.

Duties and Responsibilities:

Assistance with administration relating to:

- Vaccination programmes
- Asthma
- New pupil information and lists as necessary
- Medicals
- Update iSAMS (management information database)
- Specific forms for medical centre
- Collecting and delivery of post/ invoices etc.
- Photocopying
- Answering telephone/ door as required
- To ensure daily functioning of medical centre in dealing with filing
- Other admin duties as required.

Working relationships:

- Working closely with other members of the medical centre to ensure seamless and continuous care in partnership with parents / staff and other departments as necessary.
- Lease with the appropriate Housemaster / Housemistress / matrons as necessary.

General:

- The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy Statement at all times
- If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Designated Safeguarding Lead or, if he/she is the School's DSL, to the Headmaster and relevant agencies
- Perform other such duties within the scope of this position, as may be determined by the Senior Sister from time to time.

Key skills

- Flexibility to maintain quality of service
- IT literacy
- Excellent communicator

- Welcoming and friendly
- Complete integrity and discretion

Terms and conditions:

Salary: £1,956 per annum based on an hourly rate of £8.92

Hours of Work: Your hours of work will normally be 6 hours per week, Monday to Friday, term time only. The actual times by arrangement with your Line Manager.

Pension: After three months' service you may be automatically enrolled into the Eastbourne College WorkSave Pension Scheme (details are available from the HR Department), depending on your level of earnings, however you may also choose to opt in to the pension scheme. The College will contribute 5% of your gross salary and you will be expected to contribute 3%. You may choose to opt out of the pension scheme.

Holiday: You will be entitled to 28 days annual leave, pro rata, to be taken during the College holidays. Pay for this is included in your salary.

Other benefits include:

- Life Assurance
- Annual pay review
- Free tickets to College productions

Safeguarding Statement

Eastbourne College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment is subject to enhanced DBS check, pre-employment medical questionnaire and positive references.

Eastbourne College Incorporated is committed to the provision of equal opportunities in employment and accordingly wishes to ensure that no job applicant is treated less favourably on unjustifiable grounds.

Application process:

- To apply, please visit <https://www.eastbourne-college.co.uk/contact/employment-opportunities/> and click the 'Apply Now' button to complete the mandatory application form. An up-to-date CV and covering letter may be uploaded with this online application form.
- For further information please contact Human Resources Department by email: hr@eastbourne-college.co.uk or tel: 01323 452239.
- Closing date: noon on 28 May 2021