



The Mall School

Part Time Welfare Administrator and Admin Assistant

Applications are sought from enthusiastic, cheerful and efficient applicants for a part-time Welfare Administrator and Admin Assistant starting in November.

The Mall School in Twickenham is an independent co-educational day school for boys and girls from six months to 11. The school is a charitable trust with a board of governors and is a member of the Independent Association of Preparatory Schools. Pupils leave The Mall School at eleven to a range of leading day and state grammar schools.

The Mall School is based on two sites about a ten minute walk apart. The Nursery at The Mall at 84 Hampton Road and 185 Hampton Road for pupils in Reception and above.

The Mall is a friendly and welcoming environment, which expects the best of its pupils. Relationships between staff and children are excellent.

Further details about the School are available on our website, as is a copy of the last School Inspection Report.

The Post

Responsible to the Bursar, we are looking for a proactive, experienced professional to be the primary first aider dealing with all aspects of medical care. This is a part-time position, Monday to Friday, 10am to 2pm, term time only.

The main responsibilities for the position include but are not limited to the following:

First Aid / Health and Safety

- Primary first aider for the main school site dealing with all aspects of medical care
- Maintain medical/dietary records for pupils and liaising with relevant staff
- Maintain accident reports
- Maintain sufficient stocks of first aid equipment
- Prepare first aid bags for pupils going off-site
- Provide first aid cover at Sports Day
- Attend Health and Safety committee meetings

- Attendance at Open Day
- Co-ordinate annual vaccination drives for pupils
- Production of medical/dietary reports for pupils and staff for trips, games and other activities

Office Admin

- Generate half termly absence and lateness reports
- Liaising with teachers in charge of any external trips and visits, ensuring necessary trip and booking forms are completed
- First point of contact with parents for extra-curricular clubs
- Liaising with club providers
- Assisting bursar with setting extra-curricular programme and assessment of club costs
- Arranging Year 6 leaver programme of events
- Liaise with finance and HR Officer for safer recruitment of external visitors, club and trip billing
- Liaise with uniform supplier and respond to parents regarding uniform queries
- Occasional reception cover and ad hoc duties as requested by the Headmaster or Bursar

The Mall School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

CV's alone will not be accepted but may be submitted in support of the completed application form.

Applications may be sent by post, marked for the attention of the HR and Compliance Manager, or by email to: compliance@themallschool.org.uk. The deadline for applications is 27 October 2024. Interviews will be conducted in the week commencing 28 October 2024.

Welfare Administrator and Admin Assistant Person Specification

Training and Qualifications		Essential	Desirable
1.	Good basic education	✓	
2.	First aid qualification (training can be provided)		✓
Experience		Essential	Desirable
1.	Proficient user of Microsoft Office and a database	✓	
2.	Experience of working in welfare and/or first aid	✓	
3.	Experience of working with children		✓
Abilities and skills		Essential	Desirable
1.	Ability to communicate effectively with children and parents	✓	
2.	Excellent attention to detail	✓	
3.	Proven organisational skills	✓	
Knowledge and Understanding		Essential	Desirable
1.	Understanding and commitment to equality of opportunity	✓	
2.	Knowledge of the independent school system		✓
Personal Qualities / Attitudes		Essential	Desirable
1.	Commitment to excellent customer care	✓	
2.	Make an effective contribution to the qualities and aspirations of the school	✓	
3.	Willing and able to adopt a flexible attitude to working hours when required	✓	
4.	Well-organised, hard-working and efficient	✓	
5.	Sense of humour and patience	✓	

