





Job Description

Job Title Student Rece		ptionist and	Lead First Aid Perso	on		
Service Area Secondary Sc		hool	Function			
Team	Inclusi	on	Hours	8.00am to 4.00pm (30 mins lunch break).	Grade	LBR 4 18-21
Reports to		Pastoral M	anager			
Responsible for (include People and resources)		Student reception and Welfare area				
Purpose of Job						

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Appointed staff member to manage the student reception area, act as the lead first aid person with responsibility for care of students in the welfare room and throughout the school.

Major duties and responsibilities

- 1. To provide for the day to day needs of students, for example: provision of timetables, directions to classes and provision of information.
- 2. To register students who arrive late into school, complete yellow slips and to ensure that the attendance officer is made aware of late arrivals to school.
- 3. To receive, retain and ensure the security of items confiscated from students, including: items of clothing, mobile phones and MP3 players.
- 4. To provide information to staff as required.
- 5. To be flexible as a member of the Inclusion Team, supporting the work of the rest of the team when appropriate.
- 6. To maintain a friendly, positive and supportive approach to students and to maintain positive relationships with them.

Lead First Aid Role

- 1. To receive students who are ill into the welfare room and carry out an initial first aid check and ensure appropriate care.
- 2. To decide whether students will need further medical attention and take appropriate action including:
 - Administering initial first aid
 - · Contacting parents for children to be taken home
 - Arranging for medical treatment if possible
- 3. To receive students who are injured into the welfare room and administer first aid.
- 4. To ensure that injured students who cannot be brought to the welfare room are attended to and cared for by the nearest or another member of staff with first aid training.

Where this is not possible, to attend in person ensuring that another member of the Inclusion team takes over student reception.

- 5. In the case of severe injuries:
 - Ensure that emergency services and parents are contacted
 - Ensure that the student(s) concerned are attended to as well as possible within the scope and expertise of the first aid person attending.
- 6. To organise and attend medical care plan meetings between the named school nurse and parents for students and:
 - To ensure notes are taken and the protocol is written.
 - To ensure that all staff are made aware of the protocols for these students by producing and ensuring the distribution of a booklet containing all key information including a photo of the student and action to be taken. This booklet should include a reply slip for staff that must be collected.
- 7. To liaise with the appropriate agencies to ensure students receive their immunisations at the correct times, and be responsible for the organisation/supervision of immunisation says within school.
- 8. To provide medical information and resources for staff leading educational visits to ensure student care plans are adhered to.
- **9.** To ensure all DFE policies relating to first aid, and including 'Supporting pupils with medical conditions at school', are regularly monitored and all practices/policies are in place and updated.
- 10.Carry out risk assessment for students with broken bones, sprains, etc. to ensure control measures are in place. Liaison with the parents/carers to ensure all student needs are met during the time of their impairment.

Other duties

- 11. Be a qualified first aider, with refresher training every 3 years.
- 12. To attend training relevant to posts held as the need or opportunity arises.
- 13. To make use of available administrative and technical support to ensure an effective use of available time.
- 14. To cover the Main School Reception, when necessary, under the direction of the Headteacher.
- 15. To be available, with notice, to cover the Main Reception during the school holidays up to a maximum of 2 weeks.
- 16. To provide feedback to the relevant line manager where necessary and as requested.
- 17. To carry out all duties in a safe manner and in line with current school policies and procedures.
- 18. To perform, in accordance with any directions, which may reasonably be given to you by the Headteacher from time to time, such particular duties as may reasonably be assigned.

Person Specifica	tion			
L = assessed by	I = assessed at	R = assessed by	E = Essential	

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application	interview	reference	D = Desirable

Qualifications and Experience

Good evidence of educational qualifications. At least 4 GCSEs including		I		E
English and Maths or equivalent	L	I		
Evidence of intellectual ability	L	Ι	R	Е
Experience of working in an administrative environment (Educational setting is	-	1	R	F
desirable).		•		
NVQ in nursing or childcare	L	I		D
First aid qualification or willingness to work towards	L	I		Е
Evidence of continuing professional development.	L	I		D

Personal Qualities and Skills

Excellent telephone manner			R	Е
Excellent listening and verbal communication skills			R	E
Good interpersonal skills in order to maintain an effective	-	-		
working relationship with staff, visitors, outside agencies and	L		R	Е
students	_	-		
Ability to work successfully as part of a team		I	R	Е
Willingness to be flexible (especially with after school			_	_
meetings)	L	I	R	Е
Ability to maintain confidentiality		I	R	Е
Ability to prioritise workload and organise time effectively to			_	-
meet deadlines	L	I	R	Е
Ability to effectively work under pressure, in a busy			Б	_
environment with many interruptions	L	I	R	Е
Ability to work cooperatively and supportively within the			П	Е
team in line with the Code of Conduct		I	R	E
Ability to use own initiative	L	I	R	Е
Commitment to deliver a high quality of customer care	L	I	R	Е
Experience of the use of Microsoft Office applications				
(Word, Excel and Outlook) including the use of the internet	L	I	R	Е
to access relevant information				
Experience in the use of SIMs and other software packages	L	Ι	R	D
Commitment to the school's Equal Opportunity Policy and				
acceptance of the job holders responsibility for its practical	L		R	Е
application				
To understand and comply with the requirements of the	1	1		Е
Health and Safety at Work Act 1974				L

Safeguarding

Demonstrates a wish to work with children and young people.	L	Ι	R	Е
The ability to form and maintain appropriate relationships and personal boundaries with children and young people.	L	Ι	R	Е
Willingness to complete an Enhanced DBS		I		Е