

Job Description

Job Title		Student Receptionist and Lead First Aid Person			
Service Area		Secondary School		Function	
Team	Inclusion	Hours	8.00am to 4.00pm (30 mins lunch break).	Grade	LBR 4 18-21
Reports to		Pastoral Manager			
Responsible for (include People and resources)		Student reception and Welfare area			
Purpose of Job					
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					
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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 Specification

L = assessed by application	I = assessed at interview	R = assessed by reference	E = Essential D = Desirable
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Qualifications and Experience

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

Personal Qualities and Skills

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

Safeguarding

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