



Receptionist with First Aid Responsibility

Job Description

Purpose:

- To act as first point of contact for parents in respect of medical issues and as liaison with local authority education staff and other schools in respect of medical needs and practice to ensure the academy meets its legal requirements under the Health and Safety at Work Act
- To ensure the accurate maintenance and management of student and school medical data records and assist in the provision of an efficient and effective school administrative function
- Support the Principal and Academy in ensuring all necessary data and reporting with regard to medicines, first aid, injuries and accidents is completed accurately and timely
- Provide administrative support to staff within the academy
- Provide support for an effective, efficient and welcoming reception service to all

Main Responsibilities and Duties

- Work with the Data Manager to ensure the accuracy of Student personal details on the Academy's MIS
- Uploading new medical notes in SIMS and updating relevant staff
- Ensuring all first aid/unwell student incidences are recorded accurately
- In consultation with relevant colleagues (e.g. PE, pastoral), ensuring parents are contacted following an injury or incident if deemed necessary, and always when there has been a head injury.
- Ensuring that all first aiders and/or staff complete the necessary process when an injury or accident has occurred.
- Overseeing and supporting first aiders within the academy, working together to support all unwell/injured incidences in the academy
- With the appropriate member of the Senior Leadership Team, arranging guidance and training to first aiders and other staff on specialist conditions, e.g. Epipen training
- Ensuring the maintenance and accuracy of the record of student medications held in the academy, including a system of notification when medications become out of date or when supplies are diminished - and then advising parents/carers accordingly
- Ensuring all parental paperwork is completed for medication held in the academy
- Ensuring medication received is appropriately labelled and stored in a secure medical cabinet;

- Ensuring the accurate recording of students with medical needs and conditions and sharing with the relevant members of staff
- Overseeing the medical needs for students who need day to day support e.g. diabetics
- Being aware of specific medical conditions and how to use/administer specialist equipment such as EpiPens
- Communicating with parents with regards to the first aid or medical needs of students
- Liaising with outside agencies such as the School Nursing Team, physiotherapists, community paediatrician, and other professionals to meet the needs of students
- Ensuring appropriate students' first aid and medical paperwork is completed and held in school, e.g. Individual Health Care Plans (IHCP) and Personal Emergency Evacuation Plan (PEEP)
- Ensuring there are sufficient first aid supplies and re-ordering as necessary
- Ensuring the first aid kits around the school are regularly restocked
- Ensuring there is a first aid kit and medication (if appropriate) for each off-site visit
- Organising and arranging Immunisation programmes with the NHS
- With the appropriate member of staff, ensuring the Health and Safety/First Aid for Students policy is up to date and in line with current legislation
- Correspondence with parents
- Supporting other members of the administration team including supporting attendance
- Contribute to and assist with the academy's administrative support through the use of office technology
- Make full use of and successfully navigate the Google Suite, Management Information System and other software applications in order to create spreadsheets, documents and presentations
- Assist with proof reading of internal and external documentation to be published
- In all dealings to demonstrate care, diplomacy, professionalism and courtesy
- Answer routine queries as appropriate and refer more complex or sensitive matters to the appropriate member of staff
- Resolve or redirect queries and give advice where appropriate while maintaining academy standards
- Receive, open and organise correspondence, taking appropriate action e.g redirecting or responding in a secure manner
- Have a commitment to safeguarding and promoting the welfare of children and young people in accordance with the academy's agreed procedure

Other Duties:

- To continue personal development as agreed at appraisal
- To engage actively in the performance review process
- To address the appraisal targets set by the line manager each Autumn Term
- To play a full part in the life of the Academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example
- To actively promote the Academy's corporate policies
- To comply with the Academy's Health and Safety policy and undertake risk assessments as appropriate
- To show a record of excellent attendance and punctuality
- To adhere to the Academy's Dress Code

General:

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers

The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition

Conditions of Service

Governed by the National Agreement on Teachers Pay and Conditions, supplemented by local conditions as agreed by the AAT

Special Conditions of Service

Due to the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview

As this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to police checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Police regarding any convictions against them and, as appropriate the nature of such conviction/s

Equal Opportunity

The post holder will be expected to carry out all duties in the context of and in compliance with the academy's Equal Opportunities Policies

This job description will be reviewed at regular intervals and is subject to change as the needs of the academy evolve



Person Specification: Receptionist with First Aid Responsibility

Assessed by application (A)

Assessed by the recruitment process (R)

Criteria	Essential	Desirable
Qualifications and Education		
A good standard of English and Maths at GCSE A*-C GCSE, or equivalent	A	
Appropriate First Aid Training		A
Experience		
Experience of working in an administration or reception role		A
Experience of prioritizing workloads, time management and dealing with conflicting priorities		A
Experience of working in a secondary school, academy or other educational background		A
Skills and Abilities		
Excellent customer service skills	R	
Ability to be proactive and use own initiative	R	
Excellent interpersonal communication skills	R	
Ability to maintain a positive and calm environment	R	
Ability to work successfully as part of a team	R	
Ability to keep accurate records and deal appropriately with sensitive data and information	R	
Ability to be flexible and organize workload	R	

Ability to show patience and resilience	R	
Numeracy and literacy skills	R	
Knowledge		
Knowledge of schools and education	R	
Knowledge of child protection and safeguarding	R	