**Receptionist/Administrator**

Job Description: Student Support and First Aider

Work Directed by: Data/SIMS Manager

Team Leader: Data/SIMS Manager

Purpose of the Post: To provide high quality student service

 and First Aid support

Pay Range: Band 2 Whole Scale

Time Allocation: 37 hours per week

 (1 day holiday working)

8 a.m. - 4.30 p.m. (Monday-Friday)

**Main Duties and Responsibilities**:

* To have responsibility for all things pertaining to first aid. To oversee first aid across the school including; trips and visits, sporting events and day to-day medical needs including all matter relating to sick or injured children and staff in line with current legislation.
* To have oversight of the medical support and provision for all students with Health and Care plans as well as the day to day medical needs of all students and staff
* To liaise with parents, the school nurse, paramedics and other external agencies in conjunction with the first aid team.
* To ensure all medication is up to date and recorded on spreadsheet
* To ensure parental permission is in place for use of spare Epipens/inhalers as necessary
* To have oversight of all medical equipment and medication in line with current legislation including the defibrillator, first aid boxes and all stored medication
* To have oversight of the first aid qualifications and training of all school staff operating as first aid providers on behalf of the school whether in school or off site
* To provide basic first aid advice and guidance to all staff when necessary
* To have overall responsibility for student reception, supporting students with difficulties, queries and medical needs
* To monitor the student signing in and out sheets, keeping an accurate record. To have oversight of students arriving and leaving site, ensuring regulations are being maintained
* To receive and respond to parents, staff, students and visitors both over the telephone, remotely at the main gates and in person and to ensure appropriate levels of friendliness and confidentiality at all times
* To deal with all communications including incoming emails, answer the telephone, provide assistance and liaise/pass on messages to staff as appropriate as part of the administration team
* To work with the pastoral team and the attendance officer to ensure clear and direct communication links between parents, staff and the pastoral team particularly in relation to; attendance and punctuality, first aid, health and wellbeing.
* To support the lost property team and provide a link with students through the form trays
* To oversee the form tray systems

**Whilst working as part of the front office team to also, as part of that team;**

* Send out Parent Mails in conjunction with senior members of staff
* Provide Reception cover/admin tasks on a daily basis when needed
* Provide cover/admin on GCSE results day
* Sign for deliveries and maintain a log of confidential materials delivered e.g. examination papers
* To assist with any other administrative tasks as are reasonably requested by the Team Leader, Line Manager, Deputy Headteacher or Headteacher