

JOB DESCRIPTION

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| Job Title: | Pupil Receptionist |
| Hours of work: | 22.5 hours per week Mon – Wed. Term time plus 5 days |
| Grade: | Scale 3 SCP5 – SCP6 £10,043- £10,244 |
| Reporting To: | College Manager |

Job Purpose:

- Receptionist duties for Student Reception area
- Carry out all major photocopying requirements within school
- Provide First Aid for all students and staff when required

Duties include:

Receptionist for Student Reception area including:

Answering telephone, dealing with queries where appropriate, taking messages for all members of staff, where possible transferring the call to the appropriate person

Dealing with all queries at Student Reception hatch, which can range from

- Parcel deliveries
- Messages to students from parents/guardians.
- Dealing with lost property in accordance with Lost Property Policy.
- Dealing with student queries, i.e. timetable etc.
- Recording “lates” and “authorised absences” on appropriate documentation.
- Dealing with queries, where possible, from students, staff, parents and members of the public.
- Ensuring appropriate member of staff is notified of any problems or enquiries.
- Using SIMS to obtain information, as necessary.
- Maintaining high level of confidentiality of all information/queries dealt with.
- Call outs

Ensuring all photocopying needs are met, including:

- Dealing with all major photocopy from all members of staff (Admin and Curriculum)
- Ensuring current system is followed to maintain a recording system currently:
- Member of staff completes yellow photocopy request form, detailing date required, what is required i.e. quantity, size, type of paper, colour, back to back, booklet, etc.
- Distributed by deadline set by member of staff.
- Filing and maintaining record as necessary.
- Dealing with minor photocopier breakdowns, (i.e. fitting toner, jams).

- Ensuring all photocopying is distributed as necessary within set deadlines.
- Liaising with Photocopier contractor when required, i.e. for photocopy breakdowns and major jams.

Providing First Aid to all staff and students, including:

- Dealing with all student and staff medical complaints, assessing and acting upon as required.
- Admitting students to Medical Room and maintaining records.
- Recording all details of medication administered including, quantity given, time given, and where necessary name and time parent/guardian contacted, time permission given.
- Arranging collection of sick/injured students.
- Completing all necessary documentation and Health and Safety forms.
- Liaising with parents and carrying out parents' instructions for student's medication, including maintaining recording system.
- Recording all discussions with parents detailing, date, parent/guardian contact, details of discussion.
- Maintaining records for permission to administer student's own medication, i.e. insulin, inhalers, Epi Pens, etc.
- Ensuring all students medication is held securely.
- Dealing with distribution of medical forms for immunization.
- Check First Aid boxes throughout the college.

Any other duties as requested by the Headteacher or Line Manager.

- This post is subject to a criminal record check under the arrangements established by the Criminal Records Bureau.
- The college reserves the right to alter the content of this job description, after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility.

Software packages used include:

- SIMS.net
 - Word
 - Powerpoint
 - Excel
 - Google
 - Microsoft
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