

Job Title:	Pupil Receptionist
Hours of work:	22.5 hours per week, Wednesday to Friday, term time only plus 2 training days
Grade:	Scale 3, SCP5 – SCP6
Actual salary:	£13067 - 13274
Reporting to:	Business Manager

Job Purpose:

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

Duties include:

Receptionist for Student Reception area including:

Dealing with all first aid issues and student queries. Answering telephones, dealing with queries where appropriate, taking messages for all members of staff, and where possible transferring the call to the appropriate person

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 eg insulin, inhalers, Epi Pens, etc
- Ensuring all students medication is held securely
- Dealing with distribution of medical forms for immunisation
- Check First Aid boxes throughout the college

Dealing with all queries at the 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, eg timetables 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 photocopying from all members of staff (Admin and Curriculum)
- Ensuring the current system is followed to maintain a recording system currently: Member of staff completes yellow photocopy request form, detailing date required, what is required ie quantity, size, type of paper, colour, back to back, booklet, etc
- Distributed by deadline set by member of staff
- Filing and maintaining records as necessary
- Dealing with minor photocopier breakdowns (fitting toner, jams etc)
- Ensuring all photocopying is distributed as necessary within set deadlines
- Liaising with Photocopier contractor when required, ie for photocopy breakdowns and major jams

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

Software packages used include:

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

Notes

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. 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.

This job description may be amended at any time following discussion between the Headteacher and member of staff and will be reviewed annually.

Blessed Edward Oldcorne Catholic College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. This position is therefore subject to past employment references, social media/online checks and an Enhanced Disclosure and Barring Service check.

Signed:

Date: