**JOB DESCRIPTION**

Job Title: Student Receptionist

Scale: Grade 3 SCP 12 – 17 (£16,163 - £17,772) pro rata

Responsible to: The Examinations and Data Manager

**TEAM RESPONSIBILITIES**

* To form part of the school’s administration and clerical support team
* To work at all times in accordance with relevant health and Safety legislation and school Health and Safety Procedures
* To undertake typing, photocopying , filing and other clerical duties as required
* To administer first aid in accordance with appropriate training
* To attend staff meetings as required

**SPECIFIC DUTIES AND RESPONSIBILITIES**

* To be the initial point of contact for students, this will include, but not be exclusive to:
* Providing timetables
* Providing student logons and passwords
* Free school meals
* Administration of the schools reward system (Vivos)
* Uniform
* Lost property
* Telephoning parents in the event of injury or illness
* Students requiring first aid
* Receipt of payments in liaison with the Finance Officer
* Supervise and take appropriate action in respect of pupils attending the Medical Room
* To attend and contribute to as require, a staff development and training programme
* To take part in an annual Job Role Review
* To administer student injection programme
* To administer student photographs
* To undertake any other duties and responsibilities as may be determined after negotiation between management, the post holder and appropriate trade unions.

**Other:**

As may be reasonably required in agreement with the Headteacher.