

JOB DESCRIPTION

ADMINISTRATOR / FIRST AIDER

Term time - 36 hours per week / 39 weeks a year

Hours 8.00am - 3.45pm Monday to Thursday, 8.00am – 3.30pm Friday (30 mins lunch break)

POST:		Receptionist/Administrator
REPORTING TO:		PA/Administration Manager / Deputy Admin Manager
JOB PURPOSE:		<p>To undertake a range of general clerical, administrative and receptionist duties in support of the College.</p> <p>To provide emergency and routine first aid treatment for students, staff and visitors in line with the College's Supporting Students with Medical Needs policy</p>
DIRECT INVOLVEMENT WITH:		PA/Admin Manager, Deputy Admin Manager, all teaching and support staff, Governors, parents, students, contractors, visitors to the College.
KEY RESPONSIBILITIES:	1.	To provide emergency and routine first-aid treatment for students, staff and visitors.
	2.	To ensure all first aid incidents are recorded on the student's medical record in SIMS.
	3.	To hold an emergency stock of prescribed medicines and tablets for distribution to certain students, as and when required, in line with parental consent with the appropriate documentation completed.
	4.	Ensure all first-aid kits are prepared for use during all College activities, e.g. College trips and maintain first-aid boxes placed around the College.
	5.	To maintain all related first aid equipment, wheelchairs and the first aid room including ordering of supplies for the first aid provision.
	6.	To produce a range of reports in relation to first aid incidents and photographic medical lists for all students with specific medical needs.
	7.	To provide a reception service ensuring that any parents visiting are issued with a security badge.
	8.	To answer telephone calls, relay messages to staff and students and deal with enquiries. To track down staff or students in the case of urgent messages.
	9.	Ensure absence notes and correspondence to students are placed in Form Folders.
	10.	To collate and distribute duplicate reports for students in Years 7, 8 and 9.
	11.	To deal with lost property ensuring that items are dated, removed after a month and the cupboard kept tidy.
	12.	To update Lesson Monitor when students sign out.
	13.	To distribute mail to the staffroom and to the 6 th Form.
	14.	To administer and maintain a record of all locker keys and issue when required.
OTHER RESPONSIBILITIES:	15.	To type, photocopy and distribute correspondence, papers and reports as required.
	16.	To assist teaching staff with their enquiries.
	17.	Operate SIMS and Lesson Monitor as required producing any relevant reports and lists including updating students' records re confiscated items.
	18.	To assist other admin colleagues when time permits.
	19.	To assist with arranging and serving refreshments for visitors.
	20.	To assist with booking appointments, via the online booking system, for Academic Review Days and Parents' Evenings.
	21.	To act, as and when required, as an invigilator during external examinations.
	22.	To carry out other duties as necessary from time to time in accordance with the reasonable requirements of SLT, PA/Administration Manager and Deputy Admin Manager.