



Scott Medical and Healthcare College

JOB DESCRIPTION

Job Title:	Receptionist
Grade:	B (SCP 3-4
Hours:	37 hours per week x 40 weeks per year
Salary:	Salary: £18,065 - £18,426 pro rata
Actual:	£15,866 - £16,183
Responsible to:	Senior Administrator

The Post

The following outlines the main duties required for this post. It is not a comprehensive or exclusive list and duties may be varied from time to time which do not change the general character of the job or the level of responsibility held.

1. Reception:

- To be the first point of contact at reception
- To deal with parents, students, staff and visitor enquiries
- Operate the main telephone switchboard
- To call parents or work placement providers where students have not arrived at school or the work placement
- To deal with deliveries to the college
- Process incoming and outgoing mail
- Be responsible for the safe custody of keys
- Support the administration team with general admin duties

2. First Aid:

- To provide First Aid cover to staff and students who are injured or become unwell.
- Contacting parents or next of kin and the appropriate teaching staff
- To maintain relevant records and proforma
- Where necessary to contact the emergency medical services.

3. Staff Development:

- To participate in a programme of support staff development.