

SOUTHFIELDS ACADEMY

JOB DESCRIPTION

Job Title: Receptionist and First Aid Co-Ordinator

Grade: Scale 1 point 8 (35 hrs TTO = £15,502.07)

Reporting to: General Office Manager

Day/Time: Monday – Friday : 7.30am – 3.30pm term time only (1 hour lunch)

Main Purpose of the Post:

As one of two members of Reception staff, to carry out counter Reception duties and to provide general clerical support for the Academy.

Reception Duties:

1. To deal with personal and telephone callers to Reception, including prospective applicants, students, parents, Academy visitors and general members of the public.
2. To refer more complex enquiries to the most appropriate senior member of staff as necessary.
3. To deal with general deliveries in liaison with Premises staff.
4. To assist with security in Reception/Academy by viewing monitors and supporting Senior Leadership Team members.
5. Liaise with Year 7 and Year 8 tutors re Welcome Desk
6. Cover 6th Form attendance in the absence of 6th Form staff.
7. Monitor students who travel home by taxi.

Administration:

1. To provide general clerical support for the Academy, including inputting of attendance, including students who arrive late and filing as required.
2. To develop a good working knowledge of the Academy, including the use of student record database.
3. Maintain the sign in/out logs for staff/visitors.
4. To assist in dealing with the post.

First Aid Co-ordinator Duties:

1. To co-ordinate First Aid call outs.
2. To order and maintain First Aid equipment.
3. To escort students to hospital in ambulance, if required.
4. To keep Care Plan records filed. (The responsibility for Care Plans lies with the Senior Teacher for SEN and the school Nurse).
5. To ensure all First Aiders log First Aid call outs on BromCom.
6. To hold all medicines, as appropriate, and to dispose of outdated medicines via the Nurse.
7. To oversee the cleanliness of the first aid room.
8. To liaise with SLT, Head of Years and DMS.
9. To monitor and alert premises personnel on the activation of the disabled refuge alarm panel (situated at the main reception).
10. To monitor and alert site officer/ patrolling SLT on the activation of the disabled toilet alarm panel (situated at the main reception).
11. To liaise with Deputy Headteacher (Personal Development, Safety & Welfare) on welfare and GDPR related matters.

PERSON SPECIFICATION:

Skills:

1. Excellent communication and interpersonal skills, including:
 - a sensitive, polite and patient manner
 - the display of a professional and competent approach
 - an ability to digest information quickly and communicate it effectively to others
 - a good telephone manner
 - must maintain confidentiality at all times
2. A meticulous and organised approach, with attention to detail.
3. Good clerical skills.
4. Ability to use a word processor.
5. Willingness to be flexible.

Knowledge:

1. Knowledge of Microsoft Office package would be desirable.

Experience:

1. 2 years relevant experience. Preferably some experience in an Education institution.
2. Experience of using computer databases.

First Aid Training provided.