



The Carlton Academy

Job Title:	Student Receptionist & Health Care Assistant
Location:	The Carlton Academy
Salary:	The Redhill Academy Trust Pay Scale, Band 6 £17,496 - £19,312 - FTE Actual salary £15,494 - £17,102
Hours of Work:	37 hrs per week, (Term-Time Plus 2 weeks)
Responsible to:	PA to the Headteacher Operations Manager
Post Objective:	To be part of the administration team providing student reception duties and first aid response for students including administration of medication as directed.

Main Duties and Responsibilities:

- Undertake student receptionist duties including:
 - Dealing with student enquiries e.g. collection of consent forms, printing timetables, dealing with basic uniform issues
 - Answering queries from parents, students and other stakeholders over the telephone and in person
 - Liaise with appropriate colleagues over cashless catering systems for urgent catering issues
 - Refer students to the pastoral team as necessary
- Provide an effective first aid response for all incidents and be responsible for ensuring all First Aid boxes around the school contain relevant supplies. Co-ordinate the First Aider list throughout the school, keep up to date and arrange refresher training as and when required.
- Ownership of accident investigation reports and accurate record keeping.
- Conduct administrative duties for vaccinations liaising with external agencies.
- Undertake and complete student risk assessment after accident or injury upon return to the academy.

- Complete Student Health Care plans with parents, students and other Health Care professionals and share relevant information with staff.
- Administer student medication as directed.
- Ensure knowledge of medical conditions for academy students is kept up date through appropriate CPD and share with academy staff.

Additional Responsibilities:

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the Academy.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as appropriate.
- Participate in training and other learning activities and performance development as required.
- Provide first aid support as required (training will be provided).

General

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I,, accept this job description, which is subject to annual review, as an accurate description of the post stated.

Signed (Post Holder): Date:

Signed (Senior Manager): Date: