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**CHEAM HIGH SCHOOL**

**JOB DESCRIPTION: RECEPTIONIST/ADMINISTRATION ASSISTANT**

* Core hours will be dependent on office coverage needs but are likely to be between 8 am and 3.45 pm Monday to Thursday and Friday 8 am to 3.30 pm. Variations to this time may be required at especially busy times during the school year, off set against reduced hours during holiday times.
* Lunch of 30 minutes each day
* School term time only (188 working days), 36 hours per week on average. Holidays to be taken during school holiday periods.
* Salary CAN scale point 14 - 17 £16,856 - £17,248 (full time equivalent £20,407 - £20,881)

**General Purpose of the Job**

* To provide general administrative and clerical support to the school.
* To respond to parent and visitor enquiries and answer the telephone
* To provide first aid support for the school

**General administration**

* To respond to parent and visitor requests for information/enquiries at the visitor receptions.
* To respond to student requests through the student reception rota
* To answer telephone enquiries received by the school
* To undertake the despatch of post from the school.
* To monitor stationery supplies within the office and order replacements as necessary.
* To undertake computer and general administration, filing or other work, as requested by the office manager or Headteacher.

**First Aid Support (as part of the first aid team)**

* To undertake First Aid Training and maintain Certification
* To be, with others in the team, a first “port of call” for First Aid treatment in emergencies, and advise and respond to students or staff reporting unwell to the office, ensuring a good level of care for students and staff in these events.
* To liaise with parents/carers regarding illness during the day or any special medical arrangements required as needed
* To ensure, as part of the first aid team, that student medical records reflect needs, including ensuring that serious conditions are flagged up to relevant staff, and that all relevant information is available on integris
* To liaise with the school nurse as requested by the line manager regarding training, whole school inoculations and other events as needed; to train staff as needed in relevant aspects of care
* As part of the first aid team, to oversee the school medical room, including ensuring appropriate medical supplies; to ensure that medication held is in date, including any provided for students eg epipen, flagging up any replacement needs with the relevant bodies (including parents/carers)
* To keep records of treatment given, including updating IRIS
* Notify trip leaders of any medical needs of students on trips as requested. To provide first aid kits and various medications for students to the trip leader.

This is a non teaching post which will give the successful candidate an excellent opportunity to contribute to the work of the school, working with students, staff and parents/carers. The role is varied and responsible and is line managed by the Office Manager.

The Receptionist/Administration Assistant will be expected to liaise effectively with both teaching and support staff at all levels as well as with parents, students and external agencies. They will thus need the following qualities:-

* Good communication skills, both verbal and written
* Very good organisational and time management skills and the ability to work under pressure
* Ability to form good working relationships with pupils, parents and colleagues
* Adaptability and flexibility in working practices and the ability to know when to use his/her initiative
* Calmness and purpose when dealing with medical emergencies
* Ability to keep confidentiality as required
* A high degree of professionalism in their approach to work and tasks set

In addition, the Receptionist/Administration Assistant will be expected to have:

* A good level of computer literacy in Word and Excel plus a willingness to learn more specialist applications as required
* A good level of administrative skill
* An understanding of First Aid procedures

Training in school systems and practices will be provided both prior to the post being undertaken and during service.

June 2019