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|  | **Student Reception/First Aider** |
| Role Title | Reception/Administration Assistant |
| Job Purpose- general | * To create and provide a welcoming environment where students can come. The Student Receptionist acts as primary first aider and a signpost for all students within the school and plays an essential role in ensuring their day-to-day welfare. To provide general school administrative support as needed.

*In common with all staff:** Act as a positive role model for the students and as an ambassador for the school at all times. Be fully aware of, and act on, child protection procedures whenever necessary and ensure all activity is in tune with the whole school development plan and the staff code of conduct.
* To participate in meetings, training other staff development and CPD activities and performance development as required.
* To be aware of and comply with all school policies and procedures including child protection, health and safety, security, confidentiality and data protection.

*Liaising with:** Headteacher, leadership Team, middle leaders, reception manager, pastoral staff and relevant staff with cross-school responsibilities, relevant support staff.
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| Job Purpose - specific | * To provide face to face student support dealing with all low level student enquiries or passing to respective staff/teams as appropriate
* Liaise with Pastoral year teams about student related issues
* Assist Year Managers with low level administrative duties
* To be the lead First Aider for students on all medical issues, contacting parents or emergency services as appropriate
* Ensuring all first aid stock is monitored and ordered
* Updating of accident/incident book and Bromcom on accident/near miss events
* Providing management trend data on accidents termly and reporting any uncharacteristic behaviour patterns as they arise
* Monitor first aid/medical room
* To assist with administration of medication to students and correct record-keeping
* Assist Year teams in administration of vaccinations (including letters and consent forms)
* To process lost property
* To process second-hand uniform for passing to the uniform company for distribution
* Allocation of student lockers
* Distribution of bus passes and fast passes as needed
* Help the school to improve attendance rates, challenging students who are out of their lessons and reporting as appropriate
* To provide support for the Reception Manager and the team within the School Office at times of staff shortage or exceptional workload
* Ensure a clear desk policy is maintained
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| Line Manager | *Accountable to/line managed by:*Reception manager |
| Notes | All job descriptions are current at the date shown, but following consultation with you, may be changed to reflect or anticipate changes in the job, which are commensurate with the salary and job title. Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. |
| Pay Scale | Sandwich Technology Support Staff Band 4 – 31.5 Hours per week Term time only. |
| Name |  |
| Signature |  |
| Date |  |