**SIR ROGER MANWOOD’S SCHOOL: Student Receptionist- Principal First Aider.**

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| **SALARY** | Kent Range 4 £17498  |
| **WORKING TIME** | 37 hours per week, 40 weeks per year (which is term time plus 2 weeks) |
| **JOB DESCRIPTION****Student Reception*** To man the Student Reception and act as first point of contact for all student enquires directing them to relevant department or member of staff as appropriate through student reception.
* To use SIMS to record relevant student data
* To issue application forms for transport as requested.
* To issue bus passes when received.
* To assist with timetable /attendance enquiries from students.
* To assist with ticket sales, uniform cards, the display of posters relevant to student activities,
* To deal with lost property
* To deal with second hand uniform sales

**First Aid** * + To Provide basic First Aid to students when required including contacting parents or emergency services where appropriate.
	+ To monitor Medical Room.
	+ To liaise with the AENCO to ensure we support students with medical conditions and Student records are maintained and kept upto date,
	+ To ensure student medication is kept in date and all first aid supplies are regularly checked and replenished,
	+ To assist in the administration of vaccinations/ letters /parental consent forms

**Administrative*** To assist with any other administration duties as and when required
* To assist the Heads of Year 7 to 11 with student issues.
* To participate in a rota to cover the Front Office between 8.00am and 4.30pm every School day, and from 9.00am to 4.00pm during holidays, as directed by the Head’s PA

**General*** To carry out other duties as may reasonably be assigned to you by the Headteacher, School Business Manager or Deputy Head
* To be willing to undertake training relevant to the role
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