**SIR ROGER MANWOOD’S SCHOOL:**

**Student Receptionist- Principal First Aider**

**JOB DESCRIPTION**

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| **Salary** | Kent Range 4 (£18,129 - £19,239) based on experience, pro rata |
| **Working time** | **37 hours per week, 40 weeks per year (term-time plus 10 days)** |

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| **Student Reception*** To man the Student Reception and act as first point of contact for all student enquiries directing them to relevant department or member of staff as appropriate through Student Reception
* To use SIMS to record relevant student data, including scanning on medcal documents into a student’s SIMS record
* To issue application forms for transport as requested
* To issue bus passes when received
* To deal 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
* To oversee the signing in/out of students

**First Aid** * + To provide basic First Aid to students when required, including contacting parents or emergency services where appropriate
	+ To monitor the Medical Room
	+ To liaise with the Assistant Headteacher (Pastoral and Wellbeing) and SEND Manager to ensure students with medical conditions are supported and student records are maintained and kept up to date with medical information
	+ To ensure that all on site first aid boxes are kept up to date
	+ To ensure student medication is kept in date are regularly checked and replenished, and that all contents are in date
	+ To assist in the administration of vaccination e.g. letters /parental consent forms
	+ To ensure the Schools’ defibriliator is checked regularly
	+ To keep the on site first aid boxes full, of indate resources
	+ To keep all documents involving medicines information up to date

**Administrative*** To assist with any other administration duties as and when required
* 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
* To keep the School’s Accident Book up to date and to produce termly, analytical report for governors

**General*** To carry out other duties as may reasonably be assigned to you by the Headteacher or other members of the Senior Leadership Team
* To be willing to undertake training relevant to the role
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