



St Albans Girls' School

Specialist Business and Enterprise Academy

Receptionist with First Aid Responsibilities

The post holder is required to perform the duties below. S/he will be responsible to the Office Manager and will demonstrate a genuine commitment to our equal opportunities policy and the well-being of all students.

This job description will be reviewed annually and will form the basis of the Performance Management Review procedure. Any issues relating to the review of this job description should be brought to the Head teacher's notice by the post holder through the senior line manager. The post holder will undertake the following specific responsibilities in order to fulfil our statutory requirements, school aims, policies and targets.

Strategic Role

- The Reception is the hub of the school. It is the first point of contact for students and callers and one of the main points of information for all staff and students.
- Act as first point of contact, answering telephone enquiries and liaising with members of staff and students in a timely manner.
- Ensure accurate, timely and effective administration support using relevant school software.
- Act as an ambassador for the school, displaying a confident professional manner and appearance.

Duties:

Medical

- Specific responsibility for IHCP's (Individual Health Care Plans) and medication including monitoring epipens and inhalers.
- Maintenance and updating of all records relating to medication and first aid.
- Act as one of the main first aiders within the school.

Lost Property

- Overall responsibility for lost property within the school.

Reception:

1. Answering the telephone and directing calls and enquiries to the relevant person.
2. Ensure school safeguarding procedures are followed in respect of all staff, student and visitors.
3. Deal with general public, parents, staff and students in a professional manner at all times.
4. General admin duties, such as typing letters and producing reports using SIMS database.
5. Maintain and keep up to date office records and student filing as necessary.
6. Interchange role between main reception and student reception
7. Complete registers using information from the late book, sign students in and out for appointments and liaise with Directors of Learning and other staff as necessary.
8. Arrange school visits for prospective parents following open evening.
9. Assist with the lockers and locker key loan system.
10. Use the school information databases to access information.
11. Assist with outgoing post, including franking of post and ordering stationery.
12. All other tasks as required by Head teacher.

Organisation chart:

Headteacher ----- Trust Business Manager ---- Office Manager ---- Receptionist

Supervision:

- Day to day supervision is carried out by the Office Manager.

Contacts:

- There is frequent contact all staff, students, parents, school governors and the general public.

The duties and responsibilities listed above describe the post, as it is envisaged at present. The post holder is expected to accept any reasonable alterations that may, from time to time, be necessary.

MCN
December 2019