



## **HORSFORTH SCHOOL**

**Job Title: Receptionist and School Emergency First Aider**

**Responsible to: Director of Marketing and Communications**

**Hours: 37 hours per week  
Term time only + 5 days**

**Pay Band: A1/A3  
Actual Starting Salary £19, 880 (£12 per hour)**

### **Main Responsibilities:**

- 1. To operate a Reception service that promotes a professional image of the school. Duties to include:**
  - Welcoming students, guests and parents into the school with a positive, helpful attitude
  - Ensuring safeguarding processes are followed
  - Answering telephone calls, filtering as necessary and ensuring appropriate action is taken
  - Responding to emails and ensuring appropriate action is taken
  - Assisting with a variety of administrative tasks including typing and word processing and other IT based tasks
  - Dealing with student, parent and staff queries
  - Sorting and distributing mail
  - Input information onto the database and extract information as needed
  - Keeping basic office supplies.
  - Ensuring line manager, Headteacher and Director of HR are aware of any accidents that require reporting and keeping records of any incidents at the school.
  - Supporting health and safety in school ensuring all accidents are reported and recorded accurately.
  - To undertake additional or other duties as may be appropriate to achieve the objectives of the post and as directed and deemed appropriate by the Line Manager.
  - Taking responsibility for continuing professional development
  - Attending meetings as required
  
- 2. To assess First Aid problems presented by pupils and staff, taking appropriate action in the event of an emergency and communicating with staff and parents as necessary. Duties to include:**
  - Assessing and treating day-to-day illness, injuries/sporting injuries
  - Advising parents/guardians/staff on appropriate treatment and referring to other services e.g. minor injuries/GP/A&E/999 as required.

- Ensuring line manager, and Director of HR are aware of any accidents that require reporting and keeping records of any incidents at the school.
- Supporting health and safety in school ensuring all accidents are reported and recorded accurately.
- Administering medication as appropriate and according to school policies
- Regularly checking first aid kits and other emergency equipment throughout the school, and replenishing first aid kits as needed.
- Supplying first aid kits to staff for all visits out of school, including relevant medication.
- Maintaining confidentiality at all times, recording incidents as soon as practicable.
- Responding to e-mails promptly and professionally, reassuring parents of the quality of care that students receive.

The postholder should possess an emergency first aid certificate or be willing to undertake the necessary training in order to do so.

The post-holder should be aware of and comply with the school's policies and procedures, in particular those relating to child protection, confidentiality, health & safety, GDPR and report any concerns to the appropriate member of the Leadership Team.

**Any Special Conditions of Service:**

There is a requirement to submit to an enhanced Disclosure and Barring Service background check. There may be a need to occasionally work outside of school hours and off school premises, as required by the school.

The school has a no smoking/vaping policy.

**Notes**

- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- This job description is not a comprehensive definition of the post, you may be asked to undertake additional duties not listed above but appropriate to the role. It will be reviewed from time to time and may be subject to modification or amendment at any time after consultation with the post-holder.