



HORSFORTH SCHOOL

Job Title: Receptionist and School Emergency First Aider

Responsible to: Executive Assistant

Hours: Fulltime, term time only + 5 Days

Pay Band: CI (actual salary £19,038-£21,019 per annum)

Main Responsibilities:

- Part of the Reception Team: answering calls, replying to emails, greeting visitors and dealing with student enquiries
- Assessing and treating day-to-day injuries, illness/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, 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.
- Working with colleagues to develop and maintain health care plans, and where appropriate, making these available to staff on a 'need to know' basis.
- Ensuring there is excellent organisation and safe storage of student medication within School.
- Co-ordinating and overseeing immunisation programmes by liaising with local health authorities; arranging and managing communications with regards to consent and maintaining secure records.
- Administering medication as appropriate and according to school policies
- Overseeing the safe disposal of all medicines, medical waste, etc.
- 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.
- Supporting the pastoral and SEND team in student and/or parent meetings concerning health and disability.

- 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.
- Taking responsibility for continuing professional development
- Attending meetings as required.

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.