

CHILDREN AND LIFELONG LEARNING – HR SERVICES

School				
Job No.	Post Title	Grade	JE Pts	Date
C1080	First Aider / Receptionist	Grade 4	NJC 381	April 2008

Statement of Purpose

To provide an effective and efficient first aid/reception service to the school.

Support to Pupils/Organisation

- To administer first aid to students, staff and visitors as required.
- To liaise with parents/carers over student medical and first aid issues.
- To ensure care plans are regularly updated and information is current and made available to teaching staff with regard to trips/school activities.
- To liaise with school health service over arrangements for medical inspections, inoculations, etc.
- To be responsible for the medical room, first aid boxes around the school and the ordering of supplies.
- To be responsible for medicine that students need to take in school.
- Maintain records of first aid administered and school accident book.
- Liaise with Curriculum Support Co-ordinator over students with specific medical needs.
- To provide an efficient reception service to all visitors to the school and members of the school.
- To ensure that all visitors to the school are signed in and out and provided with the correct visitor badge as required.
- Answer all telephone enquires promptly and take messages as necessary to pass on to the appropriate person.
- To have responsibility for issuing school passes for students to leave the school site during the day.
- Use the SIMS computer system to locate students as required.

Support to School (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Demonstrate, give advice & guidance to, or train other employees, students or trainees on own duties.

CHILDREN AND LIFELONG LEARNING – HR SERVICES

Note 1:

The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.

**Person Specification
First Aider/Receptionist
Level 2**

Essential Criteria	Measured By
<p>Experience</p> <ul style="list-style-type: none"> The successful candidate will have a proven track record of providing an effective and efficient first aid/reception service. 	AF/I
<p>Qualifications/Training</p> <ul style="list-style-type: none"> Full First Aid Certificate. 	I
<p>Knowledge/Skills</p> <ul style="list-style-type: none"> Organisational skills. The ability to remain calm under pressure. Motivated. Customer focused. Confidential approach is essential. Ability to work as part of a team and on own initiative. Computer skills advantageous (full training will be given on the school system (SIMS)). 	AF/I
<p>Behavioural Attributes</p> <ul style="list-style-type: none"> Customer focused. Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. Open, honest and an active listener. Takes responsibility and accountability. Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service. Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. Is committed to the provision and improvement of quality service provision. Is adaptable to change/embraces and welcomes change. Acts with pace and urgency being energetic, enthusiastic and decisive. Communicates effectively. Has the ability to learn from experiences and challenges. Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new 	AF/I

CHILDREN AND LIFELONG LEARNING – HR SERVICES

ideas, seeking new opportunities and challenges, open to ideas and developing new skills.	
---	--

AF - Application form

I - Interview

Note 1:

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***