

St Hilda's School - Roles and Responsibilities

Position:	Part-Time School Receptionist with responsibility for pupil first aid.		
Hours of Work:	Monday to Friday: 08:00 – 16.00hrs (1 hour for lunch) 52wks per year.		
Main Responsibility:	To perform the function of school receptionist overseeing the first aid provision for pupils.		
Keys Tasks and Responsibilities:			
1.	To provide a welcoming and helpful service to all visitors to the school and students and staff within the school.		
2.	To Ensure all phone calls are answered, dealt with and responded to with efficiency and courtesy.		
3.	To ensure the reception and school office areas are well presented and effectively organised at all times.		
4.	To effectively manage and prioritise individual inbox and the school secretary inbox.		
5.	To maintain pupil and staff information systems, keeping contact records and staff registration sheets up to date.		
6.	To assist in monitoring of pupil attendance and report absences in accordance with the School Attendance Policy.		
7.	To provide administrative and organisation support for school trips and visits.		
8.	To provide support as and when required to the SLT.		
9.	To update relevant information to the school Portal.		
10.	To initiate and maintain filing procedures and other forms of record management.		
11.	To undertake reprographic work as dictated by the school's needs.		
12.	To place orders for supplies as required within budget constraints.		
13.	To be responsible for all aspects of the school post and to monitor the franking machine supplies.		
14.	To attend staff meetings, induction and open days and to support the school, where possible, in social fund raising events.		
15.	To perform other reasonable duties as required by the Headmistress.		
Pupil First Aid			
1.	To be the first point of contact when someone is injured or becomes ill, liaising with the SLT in making decisions about contacting parents and sending children home. The SLT have responsibility for these decisions, but will act on advice given by the First Aider.		
2.	To undertake First Aider at Work course - suitable training will be provided.		
3.	To keep pupils' medical & dietary records up to date, informing the kitchen of any dietary needs.		
4.	To ensure all first aid boxes are maintained and replenished in line with the First Aid policy.		
5.	To provide accident stats for the termly Health and Safety meetings.		
6.	To participate in training courses appropriate to the post.		
7.	To receive and administer medicine to pupils in accordance with the school's First Aid policy.		
8.	To record incidents and accidents in compliance with RIDDOR 1995.		
9.	Along with all nominated First Aiders, give immediate help to any casualties within the school.		
10.	When necessary ensure that an ambulance or other professional medical help is called.		
11.	Liaise with the Aldenham nursing team and Assistant Bursar to ensure that IHP's are completed.		
12.	To ensure the first aid kits taken on trips are compliant and the needs of each individual child is met.		
13.	To ensure up to date medical information is obtained and maintained for each child, liaising with parents if necessary.		
14.	To work in a safe & responsible way paying attention to all Health & Safety procedures in the school.		
This job description is subject to reasonable review.			
Produced By:	Sandra Seal	Date:	11.07.17

Personal Specification

You will need to have the following:

- School experience is preferable but not essential.
- Excellent secretarial, administrative and organisational skills with the ability to work to targets and deadlines.
- Friendly and professional approach when working with children.
- Ability to work independently in a busy environment and willing and able to make important day to day decisions.
- Experience of multi-tasking in a busy office environment.
- Thorough in their work, with strong attention to detail and a commitment to accuracy and high quality work.
- Excellent communication skills in order to liaise with parents, staff and others.
- Strong IT skills with knowledge of Excel desirable.
- Professional manner.
- Articulate and presentable.

Applications will only be accepted from candidates completing the Application Form in full. CV's will not be accepted in substitution for completed Application Forms but may be included along with the application form. Applications should be addressed to Mrs Debbie Clarke, Aldenham Foundation, Aldenham Road, Elstree, Hertfordshire WD6 3AJ or emailed to vacancies@aldenham.com.

For an application pack please contact 01923 851 606.

St Hilda's is part of the Aldenham Foundation and is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to an enhanced Disclosure application to the Disclosure and Barring Services and check against the ISA barred list for Children.