

HaileyburyTurnford

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Job Description

Job Title:	Part Time /Receptionist/Medical Officer
Salary Scale and Range:	H4 SP6 – SP9 Part time Monday to Friday 7.45am – 12.30 noon – 4.75 hours per day (23.75 hours per week) Term Time Only: 39 weeks
Responsible to:	Executive Assistant to the Principal & Vice Principals & Administration Team Manager
Job Purpose:	Working with the Receptionist/Medical Team to undertake all aspects of the roles and rotating responsibilities to ensure that their knowledge and skills are current. Key responsibilities include: • To be the first point of contact for contact with the school - telephone calls, emails and queries • Dealing with visitors • To oversee school security – signing in/out - students, staff and visitors • To deal with general student queries • Maintaining Sims/ClassCharts, HCP's and medical records with Medical Officer • To manage all student medical matters once passed the First Aid in the Workplace course
Main Responsibilities:	Reception • To be the first point of contact for all visitors to the school. • To answer the main switch board and deal with all calls professionally. Take and forward messages as appropriate and deal with all answer phone messages. • To forward/deal with all general email enquiries. • To deal with all incoming/outgoing post. • To update SIMS/ClassCharts records • To undertake admin and clerical support as directed by line manager. • To support counsellors. • To send text messages, emails, letters as required. To oversee school security • Assist with lates in the morning • ensure that all visitors sign in/out and follow the school's safeguarding protocols • ensure that all late arriving students are signed in and logged on ClassCharts and liaise with attendance officer • ensure that any students leaving site are signed out and logged on ClassCharts General Student matters • Deal with general enquiries • Ensure all new students are fingerprinted for ParentPay (School Meals) • Unlock/Lock the gates Student Medical • Keep up to date health plans which includes liaising with parents and staff. • Keep medicines for individual students ensuring the school holds parental authorisation and medicines are in-date.

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	• To keep the accident book, complete RIDOR forms and forward to County when necessary. • Liaison with school nurse. • Update SIMS/ClassCharts with all medical records. • Organise injections for year groups as required. • Keep staff medical training records and arrange for update training when necessary. • To be responsible for the collation and correspondence of all medical information on students. • To deal with students who become ill during the day and help with medical emergencies • Handover to other Reception/Medical Officer. • Ensure school trips are supported with any medical queries • Keep First Aid bags up to date • Keep Medical lists up to date
Ethos	• Assist in ensuring good behaviour and an excellent ethos out of class; • Assist in activities designed to promote the school and its reputation; • Undertake statutory duties as published by the school.
	Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not have been identified; therefore employees will be expected to comply with any reasonable request from a manager, including ad hoc projects, to undertake work of a similar level that is not specified in the job description. The job description is current at the date shown, but, in consultation with you, may be changed by your line manager or the Principal to reflect or anticipate changes in the job commensurate with the grade and job title. The job description will be reviewed and updated annually as part of the staff appraisal process.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all staff.

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Person Specification

To be read in conjunction with the Receptionist/Medical Officer Job Description

Job Title:	Receptionist/Medical Officer
Knowledge, Understanding & Skills	IT skills – Microsoft word, publisher and excel. Ability to interact with a cross section of people. Ability to organise a varied and demanding workload. Ability to share knowledge and skills with a junior member of staff.
Experience	Experience of working in a busy, diverse role and under pressure Experience of working in a school is desirable. Experience of working as a medical officer is desirable
Personal & Leadership Qualities	An enthusiasm for the job. Commitment, energy, creativity and imagination. A capacity for hard work. A positive approach and attitude to change. An ability to work effectively as part of a team, maintaining positive professional relationships with colleagues.