



THE NORTON  
KNATCHBULL  
SCHOOL

# JOB DESCRIPTION

## STUDENT RECEPTIONIST/PRINCIPAL FIRST AIDER

**Job Title:** Student Receptionist/Principal First Aider  
**Salary:** Kent Range 4 / £19,583  
**Responsible to:** School Business Manager  
**Contractual Hours:** 37 hours per week Term Time only (38 weeks) plus 5 INSET days

### 1. PURPOSE OF JOB:

- Act as Principal First Aider and first point of contact for student enquiries and provide general admin support.

### 2. PERSON SPECIFICATION:

- Is dynamic, professional, positive and resilient.
- Has high expectations of both colleagues and students.
- Has a capacity for sustained hard work.
- Has strong organisational, administrative and interpersonal skills.
- Shows a passionate commitment to equality of opportunity for all students.
- Has a clear understanding of accountability and line management.
- Has a firm commitment to Continue Professional Development both for self and colleagues.
- Good general standard of secondary education.
- Computer literate.
- Must hold First Aid at Work Certificate.
- Ability to prioritise own workload and to work to deadlines is essential.

### 3. DIMENSIONS:

**No Budget**

**No Subordinates**

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

The post holder may be required to deal with a range of stake holders both internal and external and carry out any duties as required by the Headteacher and Governing Body.

#### **4. PRINCIPAL ACCOUNTABILITIES:**

- Act as first point of contact for all student enquires and direct to relevant department or member of staff as appropriate through Student Reception.
- Use Arbor to record and update relevant student data e.g. Free School Meals.
- Providing basic First Aid to students and contacting parents or emergency services as appropriate.
- Providing basic First Aid to staff and contact next of kin or emergency services as appropriate.
- Monitor and maintain the student Medical Room.
- Has responsibility for following school policy and procedures to ensure that:
  - healthcare plans are set up in place for relevant students and maintained in line with review dates
  - relevant staff are made aware of students with medical/health/wellbeing needs
  - student medication is stored securely and is in date
  - all first aiders are kept informed of students with medical/health/relevant wellbeing needs.
- Coordinate the administration of vaccinations/ letters /parental consent forms, liaising as appropriate with internal and external colleagues.
- Oversee the administration of information/resources relating to students – e.g. bus passes, locker keys, uniform cards, lost property etc.
- Assist with any other administration duties as and when required.

#### **5. SCOPE FOR IMPACT:**

- The Student Reception acts as a sign post for all students within the school and is an essential part to their day to day welfare.

#### **6. JOB CONTEXT:**

- The post holder is a member of the Student Support Hub team and would be expected to use their knowledge and initiative to resolve routine problems, with support and development available from the Hub Manager.
- The Post holder is responsible for providing a centralised point of contact for a range of student enquiries and main First Aid station.

#### **SAFEGUARDING**

The school is committed to the safeguarding of children; all employees will receive training on Child Protection and need to have read the Child Protection Policy.

#### **CONFIDENTIALITY**

The Student Receptionist/Principal First Aider must maintain strict confidentiality regarding sensitive and confidential student and staff information.

#### **HEALTH AND SAFETY**

To take delegated responsibility for the implementation of the Act in the area where they work as outlined in the schools Health & Safety Policy. Health & Safety training to be provided.

Agreed By .....  
Job Title

Date.....

Agreed By .....  
Headteacher

Date.....