

**Receptionist - Medical Care Support Specialist**

**Grade 4**

**8:00am to 3:30pm (Term-Time Only)**

Chesterton Community Sports College is an exciting school to work in with a dynamic, enthusiastic team. We are the lead school of the Collective Vision Trust and have an excellent reputation in the area.

We are an oversubscribed school with a record of excellent progress and results. We have a warm and friendly learning environment with a hard working ethos and both staff and pupils strive, ‘To be the best they can be.’

We are looking for a Receptionist (Medical Care Support Specialist) to join our experienced and passionate office team at Chesterton Community Sports College.

The main responsibility of this post is to provide an effective and efficient first aid, medical care and reception service to the school.

**Main Roles and Responsibilities:**

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 support students with specific identified medical needs (e.g. students with epilepsy/diabetic pumps/stomas as given in the relevant school procedure)
* To support pupils with their personal care needs when necessary (e.g. support pupils with toileting needs, supporting the changing of stomas, etc.)
* 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 Office Manager over students with specific medical needs
* To support the existing office staff during busy periods
* Be available to answer telephone enquires promptly and take messages as necessary to pass on to the appropriate person
* Use the ISAMS computer system to locate students as required

Support to School

* Promote and safeguard the welfare of children and young people 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
* 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

The post will be advertised on our website [http://www.ccsc.staffs.sch.uk](http://www.ccsc.staffs.sch.uk/)

with the closing date 12 noon on **Monday 3rd October** and interview on **Tuesday 11th October**.

You are welcome to come and visit, prior to interview, to see our wonderful school.

**This position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974. Further details regarding this check are available from the school or by visiting** [**www.dbs.gov.uk**](http://www.dbs.gov.uk/)

**This school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment.**