

Student Services & Medical Receptionist

Grade 3 + Performance and Loyalty Bonus + Harris Wellbeing Cash Plan +
Pension Scheme (LGPS) + Additional Harris Benefits
Hours – 8am-4pm



Main Areas of Responsibility

Student Support

- To manage the operation of the Academy Student Reception and provide efficient administration and medical support of a high standard to the Academy
- To support with students referred for unsatisfactory uniform, including supervision of make-up and nail varnish removal. This will include logging of incidents and contact with home and sending home to change where appropriate after gaining authority from a VP or the Principal;
- To support with initial assessment of student medical requirements and to administer First Aid
- Providing advice to students as required;
- Supervision of students whilst waiting for appropriate action to be agreed/taken or before going to the SRC;
- To sign in students who are late or have missed registration
- To sign out students who have permission to leave site during the Academy day
- To use Bromcom on a day to day basis to run reports and access student related information
- To sell uniform to students, issuing receipts and paying money into finance office promptly
- Copying / Printing of timetables / contact details every half term for Student Reception and Grab Bags.

First Aid/Medical

- To work closely with the Academy DSL and Safeguarding and Medical Officer to ensure that the Federation First Aid and Medicines Policy is adhered to
- To be the first point of contact for First Aid for the Academy community
- To provide all medical information, medication and first aid kits for trips
- Under the guidance of the Medical/Safeguarding Officer be responsible for the administration of medication for students with medical conditions, i.e. Epilepsy, Diabetes, ADHD etc
- To be trained in the use of Epi-pens and the administration of any other emergency medication
- To ensure that all medicine is in date and stored correctly and that the relevant parental consent is in place
- To ensure that all first aid boxes throughout the Academy are fully stocked and checked regularly by the relevant department/person responsible, i.e. Science, Food, Art, PE and Mini Bus
- To ensure that the first aid supplies are kept up to date, topped up and orders are done when required
- To support the Safeguarding and Medical Officer in the organisation of vaccinations, including collecting in forms and assisting at relevant vaccination events
- To ensure records of all vaccinations administered on site are entered into Bromcom
- To complete accident forms when required and input details onto the Accident and Incident spreadsheet liaising with the Admin and H & S Manager when required
- To ensure all EHCP's are up to date and printed copies stored in Student Reception
- To support the Safeguarding and Medical Officer with any other first aid and medical related tasks as requested

General

- To collect in and distribute student/parent post
- To answer the telephone – providing a courteous and efficient service for incoming callers and internal users, taking messages as appropriate and ensuring they reach the appropriate recipient promptly
- To be responsible for lost property
- To use Bromcom (Management Information System) to locate students in lessons
- To provide admin services for staff as authorised and scheduled by the Admin and H & S Manager
- To provide cover for other members of staff in the Admin team as requested by the Admin and H & S Manager
- To communicate effectively with all external agencies including eg. LEA and other external agencies;
- To ensure effective communication/consultation as appropriate with the parents of students through phone, letter, text, email and website as relevant;
- The preparation of reports and maintaining records relating to student
- To cover Main Reception as directed by the Admin Manager;
- To maintain a tidy, organised and professional working environment at all times;
- To ensure the academy health and safety policies and GDPR practices, including risk assessments, throughout the department are in line with Federation and national requirements and are updated where necessary;
- Referring cases where appropriate to the named person with responsibility for child protection;
- To be responsible for own professional development, identifying training needs and requesting courses as appropriate.

Reporting to: Admin and H & S Manager

Liaising with: Executive Principal, Head of Academy, Academy Leadership Group, other Senior HoDs, Subject Leaders, Safeguarding and Lead Medical Officer, Attendance Officer, DSL, external agencies (e.g. Social Care) attendance officer and relevant staff with cross-Academy responsibilities, relevant non-teaching support staff, parents and Governors and other stakeholders

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post. The job-holder will ensure that academy policies are reflected in all aspect of his/her work, in particular those relating to:

Equal Opportunities
Health and Safety
General Data Protection Regulations (2018)
Safeguarding children

Academy Ethos

- To undertake such other duties as may be required, commensurate with the level of responsibility of the post.
- To engage actively in the performance review process, addressing appraisal targets set in conjunction with the line manager each autumn term.
- To participate in training and other professional development learning activities as required.
- To promote equal opportunities and celebrate diversity in all aspects of the academy.
- To play a full part in the life of the academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To support and attend academy events such as Open Evening.
- To promote actively the academy's corporate policies.
- To adhere to the academy's Dress Code.
- To comply with the academy's Health and Safety policy and undertake risk assessments as appropriate.
- To be familiar with and promote safeguarding requirements, demonstrating adherence to the DfE Guidance 'Keeping Children Safe in Education and the academy's Safeguarding/Child Protection policies.
- To be aware of and comply with all academy and Federation policies and procedures, in particular those relating to conduct, child protection (as above), health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition (as defined in the Equality Act 2010).

Following consultation with you this job description may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Person Specification

Attributes	Description	Desirable
Qualifications, Knowledge & Training	Educated to GCSE level or equivalent Sound Knowledge of Microsoft software Knowledge of Bromcom system for input and export of student data Knowledge of the range of agencies that work with students and their families Training in child protection and safeguarding procedures Knowledge of first aid; e.g. emergency first aid course Knowledge of many of the social issues facing students from disadvantaged backgrounds	
Experience	3 years' experience of working in an inner-city school or educational establishment Experience in a similar role Experience of working with young people Experience of working with young people with challenging behaviour and or with learning needs Experience of working with students from a range of ethnic backgrounds Experience of administering First Aid	
Personal Skills & Qualities	Full working knowledge of relevant policies/codes of practice Understanding of principles of student development and learning processes Effective use of ICT Understanding of a range of welfare issues that may be effecting students and their families Well-developed interpersonal skills to be able to relate well to a wide range of people Work constructively as part of a team whilst being able to demonstrate initiative Good communication skills Have commitment to own personal and professional development Commitment to equality and diversity Empathy with the aims and objectives of the Harris Federation	
Academy Ethos	Enthusiasm for and commitment to the achievement of the academy/ Federation's overall vision for success at all levels Motivation to work with children and young people Ability to build and sustain professional standards, relationships and personal boundaries with children and young people Emotional maturity and resilience in dealing with challenging behaviours Ability to contribute towards creating a safe and protective environment Empathy with the aims and objectives of Harris Federation Willingness to continue professional development Commitment to maintaining high standards and expectations Commitment to contributing to academy life as a whole Commitment to equality of opportunity, valuing diversity and the safeguarding and welfare of all students	



HOW TO APPLY

CLICK HERE TO APPLY ONLINE NOW

For a confidential discussion about this post with the Principal, more information or to arrange a visit, please contact the school on 020 8687 1157 or info@harrismorden.org.uk

Thank you for your interest in our school. We look forward to receiving your application.

*If you think a career with us is right for you, discover more at:
www.harriscareers.org.uk*

