

FIRST AID ADMINISTRATOR AND RECEPTIONIST

MAIN PURPOSE OF THE ROLE:

- To be the school's principal first aider
- To create a positive first impression as visitors and parents come into school and to deal with all situations efficiently, sensitively and as quickly as possible.
- To assist in other ways as needed in Reception

Job Title:	First Aid Administrator and Receptionist Temporary Position to cover a Long-Term Absence
Grade	Grade 5 Actual gross salary for hours and days worked £22,041.60
Hours:	37 hours Term Time Only plus 5 INSET Days. 5 days a week 8:00hrs – 16:00hrs To, include unpaid 30-minute break per day, and a 15:30hrs finish on one day per week
Reporting to:	Reception Manager
Location:	Downlands Community School

ACCOUNTABILITIES AND TASKS:

Accountability	Task
First Aid / Medical	<ul style="list-style-type: none"> • Receive pupils who are feeling unwell and settle them in the Medical Room • Administer First Aid in accordance with training, decide when to refer casualties for further treatment or assessment or to call the emergency services, maintain first aid records and complete relevant online forms and, when necessary, request permission from the Pastoral Team to decide whether to contact parents and send the child home. Contact with home will always be made when head or eye injuries are sustained.

Reception Duties:

- Deal with phone calls and emails appropriately and forward to the relevant staff member as required
- Welcome and assist both expected and "unexpected" visitors, and locate the person whom they have called to visit. All visitors should be accompanied from Reception by Reception staff or the member of staff they are visiting
- Ensure that all visitors comply with necessary security procedures and sign in on arrival and departure. Lanyards should be worn for the duration of the visit and then returned when signing out in reception
- Deal with deliveries and ensure that paperwork is checked and the recipient informed
- Ensure you have checked permissions before allowing pupils to sign the "Signing out Sheet" when leaving the school during the school day
- Assist the Pastoral Administrator or other staff by making telephone calls to parents regarding trips and cafeteria money and other pupil matters when needed
- Direct pupils to various destinations throughout the day and inform them of teacher whereabouts when needed

Learning is at the heart of everything that we do

MIS	<ul style="list-style-type: none"> • Use of Bromcom, school database for accessing pupil contact / lesson information.
Fire Drills	<ul style="list-style-type: none"> • Ensure that on exiting the building you take the current Hazards and List of classroom chemicals with floor plan of cupboards, padlock key for the main playground gate to the playground. • In the event of a fire the playground gate must be unlocked to ensure entry for staff/students.

This role specification contains an outline of the jobholder's principal accountabilities and is not intended to be exhaustive. It will be reviewed with the jobholder annually in Performance Review as necessary, in consultation with the Governing Body.

DATA ADMINISTRATOR (PASTORAL) AND RELIEF RECEPTIONIST - PERSON SPECIFICATION:

Qualifications and Experience	Competences and Skills	Personal Qualities
<ul style="list-style-type: none"> • Good general level of education including good numerical and literacy skills to GCSE standard or equivalent • Experience of working in a reception or experience of a busy and sometimes pressurised office environment if desirable • Previous experience in an educational setting would be an advantage • Some previous first aid experience may be an advantage although training will be provided 	<ul style="list-style-type: none"> • Excellent communication skills including verbally, face to face and over the telephone including a courteous, calm and efficient telephone manner • Competent with secretarial IT packages skills i.e. Word and Excel. Experience of SIMS/Bromcom may be an advantage although training will be provided • The ability to deal with parental queries – deciding to whom to refer situations • The use of discretion in providing information both within and outside the school with the judgement to maintain confidentiality • An ability to organise priorities and show initiative, whilst knowing when to seek advice • Good interpersonal skills: the ability to communicate effectively with a variety of people with the capacity to make the right judgements in sensitive and difficult situations 	<ul style="list-style-type: none"> • Friendly, welcoming and approachable disposition with proven tact and diplomacy and the ability to relate to a wide variety of people • The capacity to remain calm and to cope with the unexpected • Enjoy working under pressure and deal sympathetically and constructively with colleagues who are also working under pressure • An understanding of the importance of confidentiality • Flexible, cooperative and supportive team player • Willingness to participate in further training and development • A commitment to the welfare and safety of young people and an understanding of the responsibilities that adults working with them have.

Further Details:

Downlands is a high performing comprehensive school 6 miles north of Brighton in a beautiful location at the foot of the South Downs. The successful applicant will join a friendly, enthusiastic and committed team.

Please note this is a **temporary** role to cover a long-term absence. The post is 5 days per week, term time only, working 8:00. to 16:00. An unpaid break of 30 minutes is included in these hours and five INSET days, when the school is closed for pupils, will also be worked.

Due to the nature of this job, if you are successful in your application, you will be subject to a criminal record check from the Disclosure and Barring Service. This will be done by means of applying for an “Enhanced Disclosure”. Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent. Please let us know if you have registered with the DBS Update Service. Applicants who are short listed for interview should be aware that references will be taken up before interview unless it has been indicated on the application that you **do not** want us to contact your referees without letting you know first.

The job will be offered subject to satisfactory references, criminal record and health checks

Start Date – As soon as possible.

A copy of the staff dress code can be found on the School website in the “Information- Current Vacancies” section.

Applications:

Applications should be made on a West Sussex application form for the appointment of support staff, which can be downloaded from the School website under “Information – Vacancies”. Send applications by email to sjohnson@downlands.org or by post to Downlands Community School, HR Office, Dale Avenue, Hassocks, West Sussex BN6 8LP. Unless otherwise requested all communication regarding the post will be via email or telephone.

The closing date for applications is 09:00 on Monday 30th June 2025. Interviews will follow shortly after. Applicants who have not been contacted by Friday 4th July, should assume that they have not been successful on this occasion.

Questions about the post and applications should be emailed to sjohnson@downlands.org.

Thank you for your interest in the post.