



ST. ANNE'S CATHOLIC HIGH SCHOOL FOR GIRLS

Headteacher Mrs E Loveland

JOB DESCRIPTION

POST:	Reception/First Aider
REPORTING TO:	Head's PA
SALARY AND CONDITIONS:	Scale 3 Term time only (39 weeks) Thursday/Friday 8am-4.30pm
LINE MANAGES:	None
IMPORTANT FUNCTIONAL RELATIONSHIPS:	Headteacher and the Strategic Leadership Team (SLT); Director of Finance and Resources Budget Managers; Finance Officer, and other colleagues.

Safeguarding (Child Protection)

St. Anne's is committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees working at this school are expected to share this commitment.

CORE PURPOSE

- Carry out all duties and responsibilities in accordance with the School's Mission Statement, contents of the Staff Handbook, policies, current practice and duty of care for the students' well-being and safety. Ensure confidentiality in all aspects of the role.
- Provide customer focused reception duties
- Be First Aid shared lead for the Palmers Green Site

PRINCIPAL RESPONSIBILITIES

Reception

1. Be the first point of contact for visitors to the site.
2. Answering the phone and taking messages.
3. Providing First Aid and welfare assistance to students in line with School procedures.
4. Assisting any visitors to the school and contacting the appropriate member of staff.
5. Deal with Student first day absence texts as per school procedure.
6. Liaising with the Attendance Officer that all registers are correct at regulated times during the day.
7. Check usage of the Inventory System by visitors and students, updating student info as necessary.
8. Send out weekly SMD and Global Detentions letters as per the School Behaviour Procedure.
9. Signing for deliveries.
10. Booking taxis as and when necessary and ensuring any items to go to Upper Site are in the break / lunchtime taxis.
11. Completing order forms to replenish admin and First Aid stocks as and when necessary under the guidance of the Budget Holder for the Lower Site Office.
12. Be able to work with minimum supervision.
13. Maintain a tidy environment and be mindful of Health and Safety Requirements.
14. Providing extra admin support as and when needed to cover for colleagues.
15. Any other admin duties that may be required.

EXPECTATIONS OF ALL STAFF (Teaching & Support)

- Support the Headteacher and Strategic Leadership Team in creating a culture for learning, high standards of achievement and success for all the students.
- Remember your duty of care for all the students in classrooms and around the building.
- Carry out all duties and responsibilities in accordance with the school's Mission Statement, contents of the Staff Handbook, policies, current practice and your duty of care for the students' well-being and safety. Do not do anything to bring the name or ethos of the school into disrepute.
- Work flexibly as a member of a team, and undertake such other duties as may be required within the scope of this post.
- Deal with enquiries efficiently and sensitively.
- Ensure absolute confidentiality in all matters relating to the students, staff and school business.

- The postholder will ensure that the duties of the post are undertaken with due regard to the School's Health & Safety Policy and to their personal responsibilities under the provisions of the Health & Safety at Work Act 1974 and all other relevant subordinate legislation.
- Be aware of and comply with policies and procedures relating to child protection, health & safety, security and confidentiality.
- Report child protection concerns immediately to the named CP person(s).
- Attend and participate in relevant meetings, training, performance development and other activities as required.

NOTE

This job description should not be viewed as comprehensive description of the post. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from those in a position of responsibility to undertake work of a similar level that is not specified in this job description.

The school 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.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the salary scale and job title.

All schools and services in Enfield are committed to safeguarding and promoting the welfare of children and young people. Therefore, all workers and employees within Enfield are expected to share this commitment.

Signature: **Date:**
Post holder

Signature: **Date:**
Headteacher