# COPLESTON HIGH SCHOOL

# JOB DESCRIPTION

POST HOLDER:

POST: Receptionist/Admin Assistant /First Aid

JOB FAMILY: ADMINISTRATION/FINANCE/BUSINESS MANAGEMENT

SALARY: GRADE 3 37 Hours 42 Weeks

LINE MANAGER: Office Manager

**JOB PURPOSE: To work as part of the administration team in order to provide an effective and efficient administration function across the school.**

## LEVEL DESCRIPTION

All duties will be carried out within recognised procedures or guidelines.

May include ad hoc duties, which require some initiative.

Will make day-to-day decisions about own workload, within a clear framework.

There will be some need to interpret information or situations and to solve straightforward problems.

Problems will be referred to line manager, who will be available for direction and guidance.

No direct responsibility for supervising others but may involve demonstrating duties or giving advice and guidance to new employees or others.

## DUTIES and responsibilities:

**Reception: -**

* Act as first point of contact for all visitors.
* greeting all visitors and ensuring security into school is maintained.
* receive and redirect telephone calls to relevant personnel and solve various problems whenever possible, to ensure a smooth communication path including radioing colleagues.
* dealing with enquiries relating to sick or injured students, liaising with the emergency services and parents/carers.
* preparing all post and arrange maintenance and servicing.
* purchasing stamps and balancing post book.
* collection of trip monies from students.
* processing of debts to the cafeteria from students.
* dealing with all lost property and returning named items to students.
* accepting delivery of parcels and ensuring the recipients/departments are aware.
* dealing with all student/staff enquiries.
* monitoring local press for any school related articles.
* Ad hoc duties as given by school staff where possible.
* Ensure reception stationery stock is maintained including necessary student passes and other forms.
* Coordinate ‘A’ playground visitor and canteen staff fire drill procedures.

**Attendance: -**

* To deputise in Attendance/First Aid when necessary and to have a working knowledge of key procedures.
* To ensure Attendance/First Aid office acts as the first point of contact for students and parents/carers regarding attendance/absence of students.
* to amend personal details as necessary on SIMS.
* to assist with general clerical duties as required.
* to work with the Educational Welfare and Pastoral teams to help improve attendance at the school.

**First Aid: - (depending on First Aid qualification)**

* To administer First Aid as necessary.
* to assist in maintaining medical records, including Incident forms.
* to liaise with Pastoral teams where necessary.
* to identify and support students with emotional difficulties and refer on to the Pastoral teams.
* to liaise with safeguarding officers in accordance with school policy if and when appropriate.
* to ensure Pastoral Teams are kept informed of any underlying emotional or social factors affecting students’ progress.

Other tasks or projects that may from time to time be notified by Senior Leadership commensurate with the level and grade of this post.

**NB:**

This job description sets out the major duties associated with the stated purpose of the post. It is assumed that other duties of a similar nature/level undertaken within the school are not excluded because they are not itemised.

The duties of this post could vary from time to time as a result of new legislation, changes in technology or policy changes; appropriate training may be given to enable the post-holder to undertake this new/varied work.

May 2025