

NOTRE DAME HIGH SCHOOL JOB DESCRIPTION

Notre Dame High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Job Title	Medical Room Administration Assistant/Receptionist	
Salary/Working Pattern	Pay scale F £23,893 - £25,979 per annum pro rata (actual starting salary £16,663 per annum) 30 hours per week (8:00am – 2:00pm), term-time only	
Purpose of the Job	<p>To contribute to teaching and learning in the school by supporting teaching departments in administrative and other tasks and by supervising and instructing students when teachers are absent, working in accordance with any currently applicable schedules.</p> <p>To endeavour to implement the Notre Dame High School Mission Statement, promoting and supporting the ethos of the school as a learning and caring community committed to following Christ's teaching.</p>	
Responsible To	Administration Manager	
Responsible For	N/A	
Level of Contact with Children & Degree of Responsibility	Level of Contact with Children	High
	Degree of Responsibility for Children	Medium
Conditions of Employment	The conditions of employment for members of non-teaching staff are defined in the current National Joint Council for Local Government Services Document and the Catholic Education Service.	

Purpose of Role/Performance Measures:

- The operation of an efficient and effective Reception service;
- The School Reception, Student Reception and Medical Room project an orderly and pleasing image of the school;
- The School Student Reception and Medical Room are operated efficiently and effectively.

Primary Responsibilities:

- To check all First Aid boxes and defibrillators around the whole school site every half term;
- To staff the Student Reception / Medical Room;
- To operate and develop an efficient and effective administrative service;
- To staff the School Reception, receiving visitors, operating the switchboard, being responsible for post, faxes and e-mails and receiving deliveries made to the school;
- To count and bank fundraising collections;
- To make purchases using the school credit card for train travel;
- To provide administration for secure cash collections;
- Responsible for the input of Risk Assessments onto the Single Central Record;
- Raising requisitions and booking staff on to training courses;
- To assist other areas in the school with general administrative duties as required.

You must be willing to undertake First Aid training.

Additional Specific Responsibilities:

- In consultation with the post holder, the Headteacher/Line Manager may request a person to take on any additional responsibility as the school develops and/or the need arises.

General Duties:

- To support and contribute to the Catholic nature of the school as directed by the Headteacher and Governors
- To share responsibility for the school's commitment to safeguarding and promoting the welfare of children and young people.