



**ACORN**  
A Secondary Alternative Provision

### Receptionist / First Aider Job Description

**Responsible to:** Executive Headteacher, Head of School and Chief Operating Officer

**Main purpose of the job:** To provide administrative support and first aid to the School as directed by the Chief Operating Officer

#### Main responsibilities and Duties:

- To carry out telephone, reception and messenger duties.
- To provide administrative support, including filing, word processing and reprographics work.
- Receive incoming goods and check against orders as required.
- To assist in the compilation, maintenance and analysis of registers.
- To input data onto computerized systems e.g. SIMS / Xero.
- To contact parents/carers, staff and external bodies on routine matters as directed by Senior Leadership Team.
- To welcome visitors to the school.
- To ensure that reception and office areas are kept tidy and free from obstructions.

#### First Aid, Medical and Student Welfare duties

- To undertake small tasks to meet the needs of student comfort such as preparing the twinkle room, providing refreshments, washing / repairing clothes.
- To work alongside a Teaching Assistant in administering student medication
- Act as first aider to attend to students, who are feeling unwell or are injured.
- Administer first aid to students and staff. The School will provide training for the Staff member to gain and maintain the appropriate qualification where necessary.

### **Additional Responsibilities and duties**

- Work effectively with the rest of the Acorn team, applying own strengths and expertise to contribute positively to the overall aims and objectives of the School.
- Participate in staff meetings.
- Encourage positive student behaviour and have a clear understanding of safeguarding policies.
- To participate in performance management cycle and undertake training and professional development as appropriate.
- Comply with the school's Equality, Safeguarding and Health and Safety Policies and complete enhanced disclosure forms.
- To undertake other duties appropriate to the post that may reasonably be required by the senior management team of the Acorn Free School.

### **Key qualities:**

- Is reliable, organised, efficient and tidy.
- Is confident in dealing with a wide range of people in person and by telephone with an excellent telephone manner.
- Is friendly and approachable, with a good sense of humour.
- Thrives on being busy and enjoys the challenges of working in a fast pace environment, whilst remaining calm under pressure.
- Has good ICT and data input skills.
- Holds a first aid qualification or is willing to undertake training to obtain a qualification
- Is an excellent team player who takes pride in their accomplishments as part of the wider team.
- Has a genuine passion for looking after vulnerable young people.

*This job description sets out a summary of the key features of the role. It is not intended to be exhaustive and will be reviewed periodically to ensure it remains appropriate for the role.*