



Chessington School

Student Welfare Officer and Receptionist

Job Description

January 2026

Student Welfare

- Provide first aid/be on call for first aid
- Ensure medical supplies are ordered for use at all times within the school budget
- Maintain school medical information and medication in line with school policy
- Keep medical area clean
- Phone parent/carer if a student is unwell and needs to be collected
- Update Individual Health Care Plans (IHCPs) and school log
- Liaise with school nurse and plan vaccinations
- Provide daily medication to students
- Monitor medication held at school
- Update our management information systems
- Loan school uniform if student requires
- Admin as required

Reception Duties

- Be available as the first point of contact on reception desk for the general public, parents and visitors to the school, presenting a calm and professional demeanour that sets the tone for a first impression.
- Operating the electronic access gate entry system and ensure that all visitors have signed in, been given an appropriate visitors badge and signed out again at the end of their visit
- Making and receiving telephone calls, sending and receiving emails and texts as required by line manager and the senior leadership team using the school communication systems
- Redirecting all messages as appropriate and ensuring that all information received has been communicated as necessary
- Sorting and distributing post – both incoming and outgoing - including parcel deliveries
- Ensuring that reception is covered at all times, working with other members of the admin team as necessary
- Ensuring that reception and administrative areas are prepared for the working day and left secure and tidy at the end of the day
- A whole school responsibility, to be negotiated and agreed

General Office Duties

- Assisting in general office duties
- Prepare documents for publication to parents and staff
- Ordering of stock
- Printing of documents and publications
- Assisting in maintaining school database system SIMS (school information management system)

General

- Report progress, as required, to line manager
- Represent the school positively and professionally in all contact with the wider community
- A shared responsibility with all staff to ensure the health and safety of all members of the school
- Support equal opportunities for all members of the school, regardless of gender, ethnicity, religion, sexuality or disability
- Support and promote the ethos of outstanding inclusive comprehensive education
- Any other reasonable tasks or duties assigned by the Headteacher

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

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 grade and job title.

The Governing Body are committed to safeguarding and promoting the welfare of children and young persons and the Headteacher must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the DBS

Signed: _____

Date: _____