# CHESHIRE WEST AND CHESTER BOROUGH COUNCIL

# JOB DESCRIPTION QUESTIONNAIRE

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| **JOB TITLE** | **Medical Care Coordinator /Student Receptionist** | **JOB REF NO** | **AAAE5232** |

**BASIC JOB PURPOSE**

**To co-ordinate the operation of the Medical Room ensuring that students and staff have access to assessment and First Aid treatment and that procedures are followed in accordance with CCC guidelines.**

**To undertake student reception and administrative duties which ensure the efficient operation of the school.**

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| **NO** | **MAIN RESPONSIBILITIES** |
| **1** | To provide immediate assessment and First Aid treatment arising from accidents, illness and incidents on a daily basis. |
| **2** | To arrange for sick students to return home, or call for an ambulance, in consultation with teaching staff, so that school health policies are followed. |
| **3** | To maintain a record of all students and staff seen, to complete appropriate Health and Safety forms and inform the School’s Health and Safety Officer and teaching staff as necessary. |
| **4** | To liaise with the School Nurse and external agencies regarding standard school health checks and immunizations. To raise concerns over students where appropriate. |
| **5** | To order and maintain first aid supplies so that stock is always available throughout the school. |
| **6** | To provide safekeeping of medication in accordance with parental requests if appropriate. |
| **7** | To liaise with the Year Learning Managers re. pupils with behaviour management issues including recording names of pupils removed by ‘emergency call’ |
| **8** | To provide a student reception and telephone answering service to record reasons for student absence and lateness. |
| **9** | Contact parents regarding any absent pupils |
| **10** | Ensuring welfare of pupils, listening to problems and offering advice, supervising sick pupils in the student reception area |
| **11** | Signing pupils in and out of the building, and lost property where appropriate. |
| **12** | Updating and accessing SEN records and pupil personal data such as telephone numbers and addresses. |
| **13** | To liaise with the ‘emergency call’ staff member to deal with classroom problems as necessary. |
| **14** | To issue ‘free school meals’ passes to students and to issue ‘emergency passes’ where needed. |
| **15** | To organise the production of paperwork for SEN Annual Reviews. |
|  | Notwithstanding the detail in this job description, in accordance with the School's/Council’s Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job. |