

## **Job Description for Receptionist and College First Aider**

The Ladies' College was founded in 1872. It operates as a direct grant school within the Bailiwick of Guernsey and the Principal is a member of the Girls' School Association (GSA). There are approximately 585 pupils between the ages of 2 ½+ and 18. The Junior School, The Ladies' College, Melrose, (175 pupils) occupies a separate building with its own staff and includes our Pre-Preparatory Department. The Ladies' College, Senior School and Sixth Form (410 students) occupies purpose-built premises opened in 1964 and has recently been both refurbished and extended. "The Wessex Wing", which includes dedicated teaching spaces for Mathematics, English, Music, and a modern Library and Refectory was opened in September 2016.

In our Pre-Preparatory Department our girls follow the early years curriculum in small groups, the maximum at any one time being 28. In Melrose we are a one form entry school, with a maximum of 20 girls in the Preparatory Department and 24 in the Junior Department. In the Senior School we have a three-form entry at Year 7 and most classes comprise 18 to 24 girls. Our students take ten (I)GCSEs, on average, and the vast majority proceed on to the Sixth Form. The College operates a Sixth Form (100 students) partnership with Elizabeth College (HMC boys' direct grant school).

In our last ISI Inspection, the College was judged as excellent in all categories, most notably: in the quality of the students' achievement and their learning, attitudes and skills; their spiritual, moral, social and cultural development; curricular, co-curricular and community links and arrangements for welfare, health and safety.

We believe that a young person will achieve their best if they are happy and inspired to do well by experienced and enthusiastic adults who care about them as individuals. We care as much about a student's well-being and happiness as we do about their academic progress.

### **Candidate Criteria**

We are seeking to appoint a well-qualified individual with first-rate administrative skills, and a professional, friendly and caring manner, to join our busy office team in the Senior School. This role requires the post holder to manage the Senior School Reception and be the first point of contact for any first aid emergencies. You will need to give immediate help to students with common injuries and illnesses, so a background or interest in nursing or first aid would be highly desirable.

## **Role and responsibilities**

1. To act as the first point of contact at our Senior School Reception
2. To act as School First Aider (administering front-line First Aid as Lead First Aider within the Senior School)
3. To contribute towards the efficient running of the College office.

## **Main duties and responsibilities**

The Receptionist and College First Aider will be accountable to the Personal Assistant to the Principal and will work alongside the Office Administrator within the Senior School office.

### **General Duties - Reception**

- Deal with all Reception matters, including staffing the switchboard, taking messages, responding to enquiries, assisting visitors.
- Update the electronic noticeboards with any messages to be circulated to students.
- Administer the College's online registration system, provide backup paper registers, maintain EC early morning registers.
- Administer and manage attendance records - contact parents in the event of unknown student absence and provide data on attendance to the Deputy Principal (Pastoral), Year Co-ordinators, Bursar when requested.
- Daily liaison with Elizabeth College regarding Sixth Form attendance.
- Produce student daily absence report for office and staffroom.
- Keep record of students' requests for absence, liaise as necessary with Year Co-ordinators and parents.
- Maintain signing in/out registers for colleagues and students.
- Administer attendance registers for the purposes of fire drills and emergencies.
- Liaise with students regarding lost property items.

### **General Duties – College First Aider**

- Acting as College First Aider - the lead professional in the school for ensuring students with medical conditions/needs and those requiring medical attention due to an accident/illness, receive the highest quality care and support
- Acting the first point of contact for First Aid emergencies and administering basic First Aid to students and colleagues
- Completion of First Aid at Work Level 3 training (3 days) on a three-yearly basis. Yearly updates may also be requested as part of ongoing CPD.
- Provide support to students and links to the pastoral team within the Senior School.

- Liaison with School Nurse re appointments for students, collection of forms, issue of class lists, address labels etc.
- Review and update College's first aid policy (in conjunction with the Principal and Bursar), sharing relevant updates with staff, parents and students as appropriate.
- Attend termly Health and Safety Committee meetings.

In conjunction with the Officer Administrator (and by delegation to) to:

- Maintain records of student accidents, first aid treatments, medications administered and liaise with parents when appropriate.
- Support the completion of paperwork relating to colleague accidents and first aid treatments. Records to be submitted and maintained by the Bursar.
- Maintain records of colleagues trained to administer first aid and arrange training courses as appropriate.
- Maintain display in Staff Room and share medical updates with colleagues as appropriate.
- Maintain sufficient stock of first aid supplies.
- Check and restock departmental and travel first aid kits annually and restock during the year as required.
- Maintain records of all medicines held in the office for students, record usage and notify parents of medicines due to expire.
- Maintain and display notices of students with severe medical conditions, allergies etc. for the medical noticeboards in the office and staffroom.

### **General Duties – Office Administration**

- Processing incoming and outgoing mail daily, liaise with Finance Department regarding stamp supplies.
- Ensure sufficient stock of personal hygiene items and other miscellaneous supplies for students to acquire from the Office.
- Administer online calendar of bookings for The Guild Room and Large Meeting Room.
- Maintain and issue up to date internal telephone list.
- Assist with general secretarial duties such as sending correspondence, shredding documentation, occasional photocopying
- Undertaking general administrative tasks as requested by the Personal Assistant to the Principal to ensure the smooth running of the office

### **College Events**

- To support the administration and running of Speech Day and other key annual events in the College calendar (in partnership with the Office Administrator).

## Hours

08:00-16:30 Monday - Thursday (includes daily 30-minute lunch, unpaid)

08:00-16:00 Friday (includes daily 30-minute lunch, unpaid)

Term time only, plus **3 INSET days of 7 hours** and a further **3 days of 7 hours**, to be worked, by negotiation (ideally on the 2 exam results days in the Summer break and the week day preceding the College opening for the Michaelmas term).

## Line Management

This role will be line managed by the Personal Assistant to the Principal.

## Remuneration

The remuneration for this post will be on the Guernsey Civil Service School Administration Assistant scale (SAA2), which currently equates to between £14.3504 and £16.3536 per hour respectively, according to qualifications and experience. The level of remuneration will be commensurate with experience.

All colleagues employed on permanent contracts are automatically enrolled in the States of Guernsey Public Servants' Pension scheme, a contributory defined benefit pension scheme on a Career Average Revalued Earnings (CARE) basis. The current employer contribution rate is 14.1% of salary at the time of writing. The current employee contribution rate is 7.5% of salary at the time of writing.

## Other benefits

All colleagues employed on permanent contracts are eligible for a one third fee reduction (pro-rated for part-time staff) for one daughter based in either the Senior School or Melrose. A further one quarter fee reduction (pro-rated for part-time staff) is available for a second daughter. Details regarding places and entry requirements are available from the Registrar.

## Living and working in Guernsey

Residence in Guernsey is controlled by the Committee for Home Affairs who have political responsibility for "The Population Management (Guernsey) Law, 2016". The College is required to apply for either a Short-Term Employment Permit (STEP), duration up to 1 year, a Medium-Term Employment Permit (MTEP), duration up to 5 years, or a Long-Term Employment Permit (LTEP), duration up to 8 years on behalf of employees who are not locally qualified residents.

Please note that there is no Employment Permit associated with this role and therefore applicants must have, and be able to provide evidence of, permission to reside and work in Guernsey.

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*The Ladies' College is committed to safeguarding and promoting the welfare of children and young people and expects all colleagues to share this commitment. Applicants must be willing to undergo child protection screening including an enhanced Disclosure and Barring Service (DBS) check and be able to prioritise the well-being of young people in our care.*

*Once employed, there is a responsibility on an individual to disclose unlawful activity to the Principal, should this situation arise.*