

JOB DESCRIPTION

Bede's 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 Receptionist & Administrator
Reports to:	Clinical Services Manager
Department:	Medical Centre
Relationships:	
The post holder is accountable to the Clinical Services Manager in all matters relating to this post. All staff are ultimately responsible to the Head & CEO.	

Main duties and responsibilities:

To provide an efficient and professional receptionist and secretarial service as part of the Medical Centre. To be a forward facing key member of the team that oversee and take care of the medical needs of the pupils, staff and visitors at the School.

Communication towards both parents and pupils has to be of a high level to provide an efficient, confidential and professional service.

Secretarial

- To provide a fully professional secretarial and administrative service to the Medical Team to ensure a smooth running Medical Centre including and not limited to: management of medical records, use of Excel spreadsheets and google drive, Medical Centre Diary management, Organise meetings, provide confidential minutes.
- Working with the Clinical Services Manager to ensure the most efficient and effective systems and processes are in place.

Reception and Patient Care

- To provide a friendly and welcoming reception to all visitors, being the focal point for all pupil, staff, parental and visitors enquiries including calls, correspondence and meeting/greeting
- Ensure a smart reception area that is efficient for all users.
- Triage patients and ensure that nurses respond in a timely manner to medical emergencies.
- Occasionally responding to first aid situations and giving first aid if required

Health and Medical Arrangements

- To help facilitate the Immunisation Clinics as and when needed.
- To assist coordinating the first aid equipment in the medical centre that is sent out on both day and residential trips.

Stores and Supplies

- To support management in ensuring adequate supplies of all necessary medical stocks and stationary and ensure the safe storage of all medical supplies.

Communication and Record Keeping

- Ensure that appropriate, accurate, and up-to-date written records are kept; communicate appropriately with parents, House staff, Matrons, GP and other relevant people as necessary;

- Ensure that medical protocols and School Policies are adhered to in the management and communication of information;
- Ensure that the highest standards of medical confidentiality are adhered to at all times.
- To promote the Medical Centre in a positive way and to maintain the high profile of the department.
- To work alongside the Medical Team to update, evaluate and refresh the Medical Centre's Google Sites, Marketing information and Notice boards.

Confidentiality

- To ensure that all tasks are conducted with professionalism and confidentiality including dealing with prescriptions, appointments and liaising with local authorities.

Additional Responsibilities

- The post holder may also be required undertake any other reasonable duties within the role as requested by the Clinical Services Manager

This Job Description describes the main duties of the post holder and is not exhaustive and the Trust reserves the right, through consultation, to alter or amend any part. This Job Description will be reviewed and amended with the post holder as required, as part of the regular performance review and staff development process. The Job Description does not constitute part of the Contract of Employment.

Written by: Alex Lowe
Assistant Head: Pupil Welfare
September 2022

Additional Information:

- 40 hours per week, term time only plus 4 weeks
- £10.90 per hour plus holiday pay