



Role: Receptionist with Medical Administration Responsibilities

Location: Bestwood Village School, Nottingham NG6 8TL

Hours: 5 days per week, 22.5 hours per week, Monday to Friday,

About the Role

A varied reception role with an important focus on organisation, wellbeing and pupil safety. We are looking for a friendly, organised and reliable Receptionist with Medical Administration Responsibilities to join our school team.

As the welcoming face of the school, you'll provide a professional and friendly reception service while also taking responsibility for a range of important medical administration tasks that help keep our school safe, organised and well prepared.

You'll be the first point of contact for pupils, parents, visitors and colleagues, while also helping to ensure that medical supplies, first aid equipment and pupil medical records are accurately maintained, securely stored and kept up to date.

This is a varied role that would suit someone who enjoys being organised, takes pride in getting the details right and is comfortable managing confidential information.

What You'll Be Doing

- Providing a warm, professional and welcoming first point of contact for pupils, parents, visitors and colleagues.
- Managing incoming calls, emails, enquiries and day-to-day reception administration.
- Maintaining accurate and up-to-date medical records and ensuring information is securely stored and appropriately logged.
- Regularly checking medical and first aid supplies, ensuring stock is available, in date and replenished when required.
- Keeping first aid boxes and other medical equipment organised, clean, appropriately stocked and ready for use.
- Recording the use of medical supplies where necessary and ensuring relevant documentation is completed accurately.
- Supporting the administration of pupil medical information in line with school procedures and maintaining confidentiality at all times.
- Providing basic practical support when required, such as supplying plasters or other standard first aid items in line with school procedures.
- Supporting the wider school team with general administration and helping to maintain an organised, welcoming reception area.

What We're Looking For

You may have previous experience in reception, administration, education, healthcare or another customer-facing environment. However, you don't need to come from a medical background strong organisational and administrative skills are just as important.

We're looking for someone who is:



- Friendly and approachable, with excellent communication and customer service skills.
- Highly organised, with strong attention to detail and accurate record-keeping skills.
- Reliable and methodical, with the ability to keep records, equipment and supplies organised.
- Professional and discreet, understanding the importance of confidentiality when handling pupil information.
- Confident using IT systems and able to maintain accurate electronic and written records.
- Proactive, able to identify when supplies need replenishing or information needs updating.
- Calm, practical and adaptable, with the ability to manage a varied workload.
- Caring and pupil-focused, with a genuine commitment to creating a safe and welcoming school environment.

Previous experience of medical administration or working within a school environment would be advantageous, but is not essential.