



## Job Description

<b>Job Title:</b>	First Aider and Administration Officer
<b>Employment Status:</b>	Permanent
<b>Working hours:</b>	37 per week
<b>Working weeks:</b>	Term Time Only + 3 weeks

**Responsible to:** Office Manager

### Job Purpose:

To Lead on First Aid across the school and assess the medical needs of students and staff, administering front-line First Aid and providing a high standard of operational support and customer service as a member of the school's administrative team.

## Main Duties and Responsibilities

### First Aid

- Assess and provide First Aid care to students, school staff and visitors, in compliance with policies and regulations
- Judge when student needs to be sent home liaising with the Attendance Officer, pastoral staff and parents
- Keep accurate records of all First Aid cases both computerised and manual, maintaining records for students on SIMS and producing reports as necessary
- Ensure all medical incidents and accidents are recorded on SIMs producing related reports as requested
- Complete in detail accident and First Aid forms and forward to the relevant agencies as required
- Work with all school staff to ensure students who have specific medical needs are given appropriate care
- Ensure that student Health Care Plans are monitored and kept up to date
- Liaise with parents regarding medical conditions and refer all information to relevant staff
- Monitor student medications and expiry dates, administering approved medication as authorised and maintaining medication records
- Supervising diabetic students when checking blood sugar levels
- Liaise with any off site activity leaders when preparing medical information for residential trips, activity days and other off site events
- Take responsibility for the medical room, ensuring all areas are clean and tidy with correct signage as required



- Regular checks of the First Aid room, First Aid boxes and First Aid equipment ensuring stock is sufficient and compliant (e.g. expiry dates)
- Regular battery checks and ensuring up to date compliance with the school defibrillator
- Be aware of and comply with policies and procedures relating to child protection, confidentiality, health and safety and security including GDPR
- Lead, Identify, monitor and arrange training for school First Aid staff and other medically trained staff when required, ensuring the appropriate number of staff are trained at all times including arranging training for specific medical conditions
- To accompany students to hospital by ambulance if necessary.

### **Administrative Duties**

- Reception cover (Minimum 3 afternoons a week)
- Monitoring intercom systems, welcoming visitors and handling the switchboard by ensuring that calls are directed to appropriate staff
- Acting as a point of contact for all student/staff and parental enquiries
- Assist with postal and reprographic duties as required
- As directed, shadow other Administrative staff on office procedures in case of staff absence.

### **Safeguarding and Child Protection**

- Knows what to do if they have concerns about a child
- Take on the responsibility for providing a safe environment and promoting children's welfare
- Undertake regular safeguarding and child protection training
- Familiarise themselves with Keeping Children Safe in Education part 1 (KCSIE) and local policies and procedures as directed by the trust/academy

### **Other**

- To carry out any other duties as directed by the Office Manager that are within the scope, purpose and spirit of the role
- Attend regular CPD as required by the school, and other optional relevant CPD to develop good practice
- Undertake further and continuous training appropriate to the post



**PERSON SPECIFICATION**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>EDUCATIONAL ACHIEVEMENTS QUALIFICATIONS</b>	<p>As a minimum requirement - hold a current, up to date First Aid at work or Paediatric First Aid Certificate or equivalent</p> <p>Excellent standard of general education and IT skills, including English and Maths as evidenced by GCSE or equivalent qualifications</p> <p>An excellent standard of both written and oral English</p> <p>Willingness to undertake further relevant training</p>	<p>Advanced qualifications in First Aid or attainment of any other specific health related qualifications relevant to the post</p> <p>Qualifications relating to specific medical conditions for example Diabetes, Sickle Cell.</p>
<b>KNOWLEDGE AND EXPERIENCE</b>	<p>Experience of providing a first Aid service , having previously worked in a medical/first aid environment</p> <p>Recent experience of working with young people either in a school setting, as a parent, organization or involvement in voluntary work</p> <p>Experience of communication with a range of individuals, including parents/carers and outside agencies with excellent telephone skills and able to communicate clearly and accurately</p> <p>An understanding of equal opportunity issues and an awareness of what this involves</p> <p>Able to take the lead in all First Aid incidents, remaining calm and confident under pressure</p>	<p>Experience of working within in a school or educational setting</p> <p>Knowledge of specific medical conditions ( e.g. Diabetes) and trained to work with young people with such medical conditions</p> <p>Defibrillator training</p> <p>Knowledge of local health professionals and services offered</p> <p>SIMS knowledge</p>



<p><b>SKILLS AND ABILITIES</b></p>	<p>Proven ability to be sensitive to students needs with any medical concerns</p> <p>Ability to make quick decisions in medical emergencies</p> <p>Ability to work with all staff supporting students with medical conditions to access their full learning opportunities</p> <p>Confident to work in a challenging environment and work under pressure handling situations with patience and sensitivity</p> <p>Excellent communication skills and proven ability to relate to students, teachers and parents maintaining strong professional relationships</p> <p>Proficiency in Microsoft Office software</p> <p>Excellent organisational and administrative skills</p> <p>Ability to maintain detailed and accurate records</p> <p>Ability to maintain confidentiality at all times</p> <p>Confident, self-motivated and reliable</p>	
<p><b>UNDERSTANDING</b></p>	<p>Full understanding of child protection and Keeping Children Safe in Education</p> <p>Understanding of safeguarding</p>	



<b>PERSONAL QUALITIES</b>	<p>Committed to safeguarding and promoting the welfare of children and young people and to recognise the importance of confidentiality</p> <p>Able, confident and willing to establish good professional relationships and commitment to teamwork</p> <p>Self-motivated and able to work on own initiative with guidance, but under limited supervision</p>	
<b>PROFESSIONAL DEVELOPMENT TRAINING</b>	<p>A willingness to undertake Induction and training programme.</p> <p>Willing to participate in further appropriate professional development</p>	Positive approach to own continuous personal professional development and training

<b>CORE COMPETENCIES</b>	<b>E/D</b>
Clear understanding and commitment to safeguard and protect children	<b>E</b>
Adopts an inclusive approach to followers and non-followers of the Christian faith and committed to equal opportunities and respecting diversity in all forms	<b>E</b>
Conscientiously adheres to school / trust policies and procedures and works ethically	<b>E</b>
Works in a way, which abides to the school values of <b>Care, Hard Work, Respect, Integrity, Servanthood</b> and working <b>Together</b>	<b>E</b>
Embraces the vision "Living life in all its fullness" and devotedly helps all students achieve this	<b>E</b>

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.