



FINHAM PARK  
MULTI ACADEMY TRUST

## JOB DESCRIPTION Finham Park

<b>Job Title</b>	<b>Primary First Aider and Administrative Assistant</b>
<b>Grade</b>	Grade 3 (£18,933 - £20,092) pro rata
<b>Hours</b>	30 hours per week, term time only plus one week
<b>Status</b>	Permanent

### Job Purpose

- This role will require applicants to assess the medical and welfare needs of students and staff, and administer front-line First Aid.
- To ensure that students with ongoing medical needs are supported in school in line with their Individual Health Care Plans, assist with the production of Personal Emergency Evacuation Plans, administer approved medication to students and maintain records and reports, including those for statutory requirements.
- Applicants must hold a full First Aid at Work or Paediatric First Aid certificate as a minimum requirement
- The post holder must be willing to undertake additional training in support of students with medical conditions such as diabetes, anaphylaxis, asthma, epilepsy etc

### Duties and Responsibilities

#### First Aid

- **This role will involve being the Primary First aider in school which will include the daily support of those students with medical conditions such as diabetes and severe allergies.**
- Willingness to undertake specialist First Aid training as required
- To look after sick and injured pupils and staff, including First Aid and emergency cases. For example, to contact parents to arrange for them to collect pupils if necessary, to request ambulances and arrange transfer to hospital where appropriate and also to accompany pupils to hospital when parents cannot be contacted.
- Ensure all medical incidents and accidents are logged correctly as per the schools current processes and produce related reports as requested.
- Completion of PEEPs and Risk Assessments in conjunction with our SENCO and share these with relevant staff
- To advise College Leaders if pupils need to be sent home through illness.
- To supervise use of the First Aid Room, to ensure it is maintained in good order and to report to the Site Manager any defects or faults.





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- To ensure that properly stocked First Aid Kits are maintained in good order at appropriate points around the school, in accordance with Legislation.
- To maintain records of accidents and First Aid given and to compile basic information on accidents/First Aid treatment for returns, statistics, policies and information for Governors.
- Attend appropriate meetings throughout the year with reports if required.
- To maintain an up to date register of qualified First Aid personnel, book courses and provide a rota for First Aid Cover when required.
- In conjunction with the Operations Manager update and maintain the school risk assessment as required, ensuring compliance with legislation and policies.
- To liaise with medical and sanitary disposal contractors and maintain a record of visits by said contractors.
- Provide pastoral support as and when required for the school, including the maintenance of filing systems.
- Liaise with any off site activity leaders when preparing medical information for residential trips, Activity Days and other off site events.
- Organise the immunisations for students alongside the Coventry Immunisation team and Technical Services lead.

### Administration Role

- Undertake administrative duties to support the administration processes appropriate to the post and to support the wider school if required.
- Use computer word processing, spreadsheet, and database software to prepare reports, memos, and documents.
- Undertake routine typing, word-processing on an ad hoc basis.
- Provide secretarial and administrative support to management and other staff.
- Maintain the confidentiality of information and the security of office systems, records, files and equipment

All duties and responsibilities must be carried out with due regard to the School's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the School's Equal Opportunities Policy.

Duties which include processing of any personal data, must be undertaken within the corporate Data Protection Guidelines (Data Protection Act 1998)

