

## **Job Description**

### **Lead First Aider & Administration Assistant**

<b>Job Title:</b>	Lead First Aider & Administration Assistant
<b>Responsible to:</b>	School Administration & Communications Manager
<b>Salary:</b>	Grade 6: Point 14-16 - FTE Salary £25,993-£26,835 per annum. GH FTE Salary £24,588-£25,385 (pro rata for part time)

#### **Job Description - Lead First Aider & Administration Assistant**

##### **Purpose of the Post**

To be responsible directly to the School Administration & Communications Manager as Lead First Aider & Administration Assistant on school site. To ensure the efficient operation of the first aid provision for students, staff, parents and visitors. To assist the School Administration & Communications Manager and administration team in ensuring the efficient operation of administration functions of the school. In addition, ensure appropriate safeguarding administration of visitors and support the Senior Leadership Team and other school staff in running a safe, efficient, cost-effective and welcoming school.

##### **Key Responsibilities and Tasks**

Provide high-level first aid and first aid administration to the wider school community and the School Administration & Communications Manager:

1. Act as lead first aider onsite.
2. Administer appropriate first aid care to sick, injured and distressed students and staff, arranging emergency assistance when required.
3. Act under instruction of emergency services to keep staff/students safe in an emergency until such time as paramedics take over.
4. Administer/supervise administration of medicine to children as outlined in school policy, including injections and medication for students with specific needs such as diabetes, nut allergy, anaphylaxis, etc.
5. Maintain accurate school medical records of students as appropriate and share where required with internal/external support and or agencies, always ensuring compliance with GDPR and confidentiality.
6. Liaise with staff as necessary, regarding student injuries, medical problems and medication, record and maintain electronic management system.

7. Liaise with parents as necessary, regarding student injuries, medical problems and medication.
8. Act as point of contact for onsite student medical checks and co-ordinate annual school medical events.
9. Responsibility for meeting with staff and parents to create PEEPs, risk assessment and Health Care Plans for students and staff short/long-term illness and co-ordinate in-house requirements linked to these plans. Communicate agreed needs to appropriate staff and HR.
10. Liaise with staff and HR on staff medical needs whilst onsite, to support delivery and monitoring of their onsite Health Care Plans.
11. Liaise with Pastoral and Safeguarding teams to support Mental Health First Aid requirements for students.
12. Maintenance of first aid training records, arrange appropriate first aid training as required by the school. Deliver and design in-house noncertified general first aid training as required.
13. Keep first aiders up to date with relevant first aid advice and guidance.
14. Maintain school first aid boxes and be responsible for ordering First Aid items and appropriate disposable/disposal bins.
15. Support school trip leaders with first aid/medical information of students attending their trip, ensuring a trained first aider is part of the trip and supply relevant medication/first aid box. Ensure that individual emergency medication kits are taken on trips.
16. To support student/staff wellbeing, maintaining appropriate records and liaising with staff, parents and other agencies as appropriate.
17. Organise annual immunisation and vaccination events, as well as medical visits, liaising with external agencies as appropriate.
18. Provide SLT with welfare/first aid reports as required.
19. Carry out general administration duties as required for post.
20. Be aware of and comply with policies relating to child protection, Health, Safety and Security, confidentiality and data protection, reporting all concerns to the appropriate person.

### **General Expectations**

- Abide by and apply all school policies: Behaviour for Learning and Exclusions, Health and Safety, Equal Opportunities and Data Protection etc.
- Perform such other tasks as may reasonably be required by the Line Manager or by the Executive Head Teacher.
- Always maintain confidentiality and uphold the professional standards of the school both in and out of the workplace.

### **Professional Development**

- Attend relevant training as instructed by the school to improve self-performance.
- Take ownership of performance management targets, achieve and review with the Line Manager through to successful annual completion.

## Additional Information

- All school-based staff have a responsibility for promoting the safeguarding and welfare of children. All school staff should be aware of the school's Child Protection and Safeguarding Policy and Procedure and work in accordance with this document at all times.
- All school-based staff will be subject to a full Enhanced DBS check.
- This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

All job descriptions may, following consultation with the post-holder, be subject to change to reflect or anticipate changes in the job, which are commensurate with the salary and job title.

Employees are expected to comply with any reasonable request from the Executive Head Teacher or the Governing Board to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to all visitors.

## Person Specification Lead First Aider & Administration Assistant

EXPERIENCE & QUALIFICATIONS	ESSENTIAL	DESIRABLE
GCSE (or equivalent) Mathematics and English	✓	
Current First Aid certificate or be prepared to complete necessary training	✓	
Be prepared post start to "train to train" first aid		✓
Health and Safety (general level)		✓
Additional training in child development or related areas		✓
Experience in undertaking a range of clerical duties.	✓	
Experience in working with children.	✓	
Previous experience of working in a school		✓
Experience of caring for sick children in a school environment		✓
<b>SKILLS AND KNOWLEDGE (demonstrated at interview)</b>		
Ability to work in an organised and methodical manner.	✓	
Ability to produce and maintain accurate and up-to-date records and reports as required.	✓	
Ability to communicate with a range of audiences including other employees within the school, governors, students and parents.	✓	
Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring that lower priority work is kept up to date.	✓	
Ability to show sensitivity and objectivity in dealing with confidential issues	✓	

A basic knowledge of the work of a school		✓
Ability to deal with accidents or emergencies in a calm manner		✓
Knowledge of school policies including Child Protection, Health & Safety and Equal Opportunities		✓
<b>PROFESSIONAL SKILLS</b>		
Flexibility and desire to work as part of a team.	✓	
Good organisational skills in work-related matters.	✓	
Effective communication	✓	
<b>PERSONAL QUALITIES</b>		
Strong interpersonal skills	✓	
A self-starter able to complete tasks without the need of micromanagement	✓	
Willingness to challenge yourself and achieve excellence	✓	
Desire to enhance and develop skills and knowledge through CPD	✓	
Positive personality with can do attitude	✓	
Strong commitment to the values and ethos of Gildredge House	✓	
Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge	✓	