

Job Description for Administration Officer with Responsibility for First Aid

Job Title:	Administration Officer with Responsibility for First Aid
Contract Information:	Term Time Only Permanent 25 hours per week, 9.15am to 2.45pm (30 minute unpaid lunch daily)
Responsible to:	Finance and Operations Manager
Responsible for:	First Aid Team
Terms & Conditions:	NJC, Support Staff Terms and Conditions
Salary Range:	Grade 6 - SCP 19-22 (Dependent on experience) £32,061 - £33,699 pro rata (actual salary £18,823 - £19,785) Starting scale point is dependent on experience.
Other:	1 month's notice period.

Background & Vision:

Our vision for 'World Class' schooling is one in which all pupils:

- Make outstanding progress in their learning, regardless of ability, gender, social background or ethnic origin.
- Are engaged in a curriculum suffused with memorable experiences and rich in opportunities for learning.
- Learn, with teachers, in an environment which is mutually respectful and promotes a shared enjoyment of learning.
- Develop social attitudes and behaviours founded upon the values of respect, responsibility, and resilience.
- Develop the transferable skills and attitudes necessary to thrive in the global economy of the 21st Century.

We believe that we will achieve this through a commitment to the principles of Excellence, Equity, Engagement, and Enterprise.

Values:

Our values are at the heart of what we do.

We believe that everyone excels everyday here at Hollingworth Academy. This ethos is built on our core values of **RESPECT**, **RESPONSIBILITY** and **RESILIENCE** and these values are at the heart of everything we do.

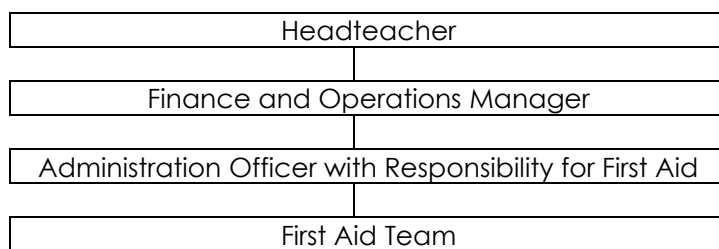
We believe that all of our pupils deserve an education that expands their life choices and enables social equity and mobility. We work hard to ensure that all of our pupils achieve their potential and truly believe in 'excellence for all'.

Purpose of the Job:

To manage the medical needs of pupils within the school

- To effectively take charge of the day to day administration for first aid and medical needs in relation to the health of each pupil at the academy and invest in longer-term health for all.
- To be responsible for all the medical requirements for the school, including the tracking, reporting and analysis.
- To liaise with staff, parents, and medical professionals to ensure that all pupils medical needs, both physical and mental, are properly supported in school so they can have a full and active role in school, remain healthy and achieve their academic potential.
- To support and promote pupils wellbeing and mental health as a Mental Health First Aider in school.

ORGANISATIONAL CHART



CONTROL OF RESOURCES

Personnel: First Aid Team

Financial: None

Health & Safety:

The postholder is responsible for their own health, safety and welfare and that of others within their care, in accordance with the school's policy and the Health and Safety at Work Act, 1974.

Training and Development:

The postholder will be responsible for assisting in the identification of and undertaking their own training and development requirements, in accordance with the performance management framework.

Equipment/Materials:

- To be responsible for the safe use and maintenance of equipment/materials used by the postholder.
- To adhere to rules and regulations relating to the use of ICT, email and internet/intranet access.
- The operation of general office equipment, ICT systems and the orderly storage of stationery and office supplies.
- To ensure all medication is kept and logged in line with legal requirements and DFE guidance, as well as the correct storage of medication when necessary.

Relationships (internal and external):

- Internal:**
1. Teaching and support staff within the school
 2. Users of the school
 3. Voluntary helpers
 4. Pupils
- External:**
1. Parents/Carers
 2. Visitors and customers
 3. Relevant medical agencies

KEY DUTIES AND RESPONSIBILITIES:

Medical & First Aid

- To manage pupil's medical needs in school, both physical and mental, to ensure they have a full and active role in school, remain healthy and reach their academic potential.
- To be the appointed person for first aid within school.
- To be the first point of contact in respect of administering first aid for both pupils and staff within the school.
- To be responsible for managing the register of suitably qualified first aiders within school; ensuring that all qualifications are valid; organising first aid and other medical training; and developing a programme of renewals for first aid qualifications for staff.
- To manage the first aid rota and produce guidance for the first aiders to follow.
- To ensure that medical, first aid and sickness information is recorded appropriately on the school MIS and CPOMS system, producing reports as requested for the Pastoral Teams/SLT/Governors/Trust.
- To ensure that any accidents are reported to the Health and Safety Officer in school and that accident and incident forms are completed.

- To be responsible for the Health & Safety and compliance of the medical room including the controlled drugs and emergency storage.
- To take charge of the administration of all pupil medication at school and ensure all medication is kept and logged in line with legal requirements and DFE guidance, as well as the correct storage of medication when necessary.
- To be responsible for delivering the specific medical related needs of pupils as defined within their individual healthcare care plans.
- To communicate with parents/carers, HOY, DSL, other staff and relevant medical professionals to produce and record pupils healthcare plans and ensure they are updated annually or as required, ensuring that relevant staff are kept informed of pupils medical needs.
- To maintain and update the medical information of pupils on the school MIS, ensuring that the correct forms and consent has been received, creating and updating education healthcare plans regularly.
- To produce and maintain a register of all pupils with medical needs, ensuring relevant staff are aware.
- To maintain first aid stock and equipment within the first aid room and in first aid packs within each workroom/department/trip provisions.
- To ensure that the highest level of clinical standards are maintained.
- To be aware of and comply with the school's Child Protection Procedures and to liaise with the DSL.
- To recognise patterns of pupils attending first aid and refer these onto the Head of Year, Designated Safeguarding Lead or Senior Leadership Team.
- To meet with relevant external agencies as and when required.
- To refer any pupil mental health concerns to the Designated Safeguarding Lead.
- To ensure confidentiality of all medical information.
- To undertake any training commensurate with the post.
- To lead on any COVID testing procedures.

Support for Pupils

- To become a Youth Mental Health First Aider.
- To liaise with and update staff, parents, and medical professionals for pupils (current and transition) with medical needs. To attend meetings with the Pastoral and SENDCO teams, parents and other external agencies, ensuring the school has the relevant information to support pupil's medical needs to reduce the impact on learning.
- To liaise with the School Nurse Team to support the NHS school immunisation programme and other relevant matters.
- To manage pupil lift passes.

Support for Staff

- To liaise with HR to organise staff immunisation sessions.
- To work with relevant internal staff to raise staff awareness of mental health and develop the staff wellbeing programme, working with HR to continually improve the staff support system in school.

Management of School Guidance Documents

- To be responsible for updated school policies and guidance in relation to first aid and medical procedures, using the most up to date guidance and legislation documents in place and advising staff of the necessary procedures, including:
 - DFE: Supporting pupils at school with medical conditions.
 - DFE: Guidance on first aid for schools.
 - DFE & Public Health: Infectious diseases in school.
 - Guidance on asthma, allergies, diabetes and epilepsy.
- Promote staff awareness of first aid and emergency procedures in school.

Safeguarding & Pastoral Support

- To liaise with the Designated Safeguarding Lead with any concerns regarding pupils.
- To attend home visits with Heads of Year, when necessary.
- To attend meetings with Heads of Year regarding attendance or medical needs, as necessary.

Management of Information

- To maintain appropriate records and to provide relevant accurate and up to date information, in line with DFE guidance on supporting pupils in school and first aid.
- To complete the relevant documentation to assist in the requirements of the role.

General Responsibilities:

- The postholder must perform their duties in accordance with the school's Equal Opportunities Policy; be aware of, support and ensure equal opportunities for all; and have due regard to the Public Sector Equality Duty.
- To comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To contribute to the school ethos, values, aims and development/improvement plan.
- To attend meetings within the Trust, at its academies and external events as required.
- To participate in training and other learning activities and performance development as required.
- To maintain confidentiality always in respect of school related matters and to prevent disclosure of confidential and sensitive information.
- Work and process personal and sensitive information in accordance with Data Protection Act 2018, including the General Data Protection Regulations (GDPR) 2018.
- To understand and comply with the statutory guidance regarding safeguarding of children, ensuring the safeguarding and promotion of children's welfare at all times, reporting any concerns to the Designated Safeguarding Officer immediately.
- To carry out their duties with due regard to current and future school/Trust policies, procedures and relevant legislation. These will be drawn to the postholder's attention during the recruitment process, induction, staff code of conduct, ongoing performance development and through Trust communications.

Hollingworth Academy expects employees to work flexibly within the framework of the duties and responsibilities above. This means that the postholder may be expected to carry out work that is not specified in the job profile but which is commensurate with the grade of the role within the remit of the duties and responsibilities.

This job description will be reviewed to reflect the plans, growth and development of the academy.

Information for all applicants / postholders:

Hollingworth Academy are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.

The successful candidate will have to meet the person specification and will be required to apply for an enhanced DBS disclosure and all other pre-employment checks outlined in Keeping Children Safe in Education. All appointments are subject to Safer Recruitment practices.

We particularly welcome applicants from under-represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.

Signed	Postholder	Date
Signed	Line Manager	Date



EQUITY EXCELLENCE ENTERPRISE ENGAGEMENT