

JOB DESCRIPTION

Job title: First Aid & Resources Assistant

Responsible to: Headteacher's PA

Responsible for: n/a

Hours: Job share split: 14 hours a week (2 days) 41 weeks per year (term-time + 2 weeks)

Salary: Col2 + first aid allowance (£23,605 to £24,505) Pro-rated £7,969 to £8,273 (2 days)



Main purpose

Provision of school first aid service for students, staff and visitors. Running the school resources and reprographics service, providing printing, copying and stationery to support the delivery of education.

Qualities

An organised, practical and pro-active team player who has the ability to work with all members of the school community. To be flexible and positive towards changes in day-to-day working arrangements and priorities which are liable to change at short notice.

It is the expectation that all members of staff will:

- Be committed to the safeguarding and promotion of the welfare of children and young people
- Comply with the policies and procedures relating to child protection, health and safety, finance, security, confidentiality and data protection, and equal opportunities, and report all concerns to an appropriate person
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communication with all staff and other agencies/professionals
- Recognise own strengths and areas of expertise and use these to advise and support others
- Participate in training and other learning activities and performance development as required

Main Duties and Responsibilities:

- First Aid:
 - Provide first aid service for students and staff
 - Contact parents as necessary regarding incidents or treatment
 - Record student injury information on the school MIS
 - Ensure that accidents are recorded in the accident book
 - Replenishment of all first aid supplies across the site
- Resources:
 - Printing, photocopying and collation of materials, as requested
 - Issuing stationery to staff
 - Monitoring paper and stationery stock levels, placing orders when necessary
 - Ordering other bespoke stationery orders i.e. planners

- Recording of all resources issued to departments
- Liaising with staff or external companies regarding the maintenance and repair of resources equipment
- As a part of the administrative team, other duties may include:
 - Cover the School reception, greeting visitors, dealing with students and incoming calls
 - Keep student information up to date on the management information system
 - Send out parent communications
 - Support the Administration team with administrative tasks as required
 - Support site surveillance
 - Operation of intercom system
 - Monitoring signing in and out of students (in late or leaving for appointments)
 - Issue Staff/Visitor badges
 - To handle complaints and specific stakeholder requests

This document outlines the current duties required and the level of responsibility. It is not a comprehensive or exclusive list and duties may be varied from time to time which do not change the general character of the job or the level of responsibility entailed.

Person Specification:

Attribute	Essential	Desirable
Education and training	<ul style="list-style-type: none"> - 5 GCSEs including English and Maths, grade C or above (or equivalent) - Commitment to continue with first aid training 	<ul style="list-style-type: none"> - First aid certificate
Experience	<ul style="list-style-type: none"> - Administration work - Working with Microsoft Office 365 or equivalent systems 	<ul style="list-style-type: none"> - Previous work in secondary education setting - Working with a school management information system - First aid
Other skills and qualities	<ul style="list-style-type: none"> - Self-motivated - Flexibility and adaptability - Proactive and highly organised - Able to work under pressure in a busy environment - Ability to work effectively both alone and in a team - Ability to communicate and relate effectively with a wide range of students and staff - Prioritise own workload 	<ul style="list-style-type: none"> - Understanding of student wellbeing and safeguarding