

## Job Description

*Employees of the Skills for Life trust will ensure they are positive role models by demonstrating the Trust's Mission Statement and Values.*

**Job Title** First Aid Officer

**Responsible to:** Office Manager

### Purpose

To be responsible for the First Aid Room, providing effective and efficient first aid support to staff, students and visitors.

### Main Duties and Responsibilities

- To ensure that the First Aid Room is used for first aid/medication administration purposes only at all times during the day. Never must the room be used for any other purpose.
- Keep student medication under strict control and in a locked cupboard.
- Administer medication to students as required, in accordance with medical direction.
- To maintain accurate and up to date records of accident reporting / administering of medication.
- To ensure that all medical information regarding students is kept strictly confidential.
- Liaise with the School Nursing Service as necessary.
- Liaise with parents, keeping them informed as necessary of students' first aid incidents.
- Maintain accurate records of student EHCP documentation.
- Call for ambulance assistance if necessary.
- Responsible for the distribution and collection of vaccination forms, ensuring vaccinations undertake in the Academy run smoothly.

- Organise student vaccinations in conjunction with the School Nursing Service.
- To be responsible for accident forms, ensuring relevant parties are informed.
- To maintain stock of first aid supplies, keeping them securely in a locked cupboard.
- To ensure student filing is accurate and up to date.

**The above list is indicative and not exhaustive. The post holder is expected to carry out all such additional duties as are reasonably commensurate with the role.**

Employees are expected to present themselves and to act in a professional manner at all times, according to The Skills for Life Trust Code of Conduct.

I agree that this job description conveys an accurate description of this job.

This job description is not exhaustive and subject to review by the Headteacher in consultation with the post holder as appropriate to the changing needs of the Academy, or anticipates changes in the job commensurate with the grade and job title.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The Trust will endeavour to make any necessary reasonable adjustment to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.

Signed..... Date.....

**Employee**

**First Aid Officer**  
**Person Specification**

	<b>Essential</b>	<b>Desirable</b>
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**Qualifications**

Valid First Aid Certificate		*
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**Experience**

Experience working with children of relevant age	*	
Full working knowledge of relevant policies/codes of practice and general awareness of relevant legislation.		*

**Skills / Awareness**

Excellent organisational skills with the ability to keep effective records	*	
Excellent communication skills, both verbal and written	*	
Good interpersonal skills with children and adults	*	
Calm and patient	*	
The ability to work within a team	*	
Enthusiastic and flexible	*	
Good ICT skills with the ability to use standard Microsoft Office packages with accuracy	*	
Experience of working within an office environment		*