



The Park Community School

Nestled close to the beautiful North Devon coast and at the edge of Exmoor, The Park Community School is one of two 11-16 comprehensive schools in Barnstaple. Park was opened in 1972 following the re-organisation of selective education in the town; however, the origins of the school date back to 1910, with the site housing both the Boys and Girls grammar schools. Many elements of the original buildings remain and these help to link the school to its proud and strong history.

The school currently educates 1472 students, mainly from the town of Barnstaple and outlying villages. In recent years, the popularity of the school has meant that the geographical catchment has increased, with many students now travelling some distance to join us. Most year groups are currently oversubscribed.

The school is a founding member of The Tarka Learning Partnership (TLP), an academy trust with a vision to empower young people in North Devon through learning. The Trust includes Park's main feeder primary schools - Eden Park Academy, Sticklepath Community Primary Academy, Landkey Community Primary Academy, Roundswell Community Primary Academy, Newport Community School Primary Academy, Fremington Primary School along with North Molton Primary School. TLP also includes the Devon Primary SCITT, a partner dedicated to primary school teacher training.

TLP supports Park and ensures academic rigour, collaboration and the further development of teaching and learning. Park also has strategic alliances with the North Devon Academic Board, and is a member of South West Institute for Teaching (SWIFT) and the North Devon Teaching School Alliance. This reflects a key focus of our vision and governance to ensure continual school development.

As part of the Tarka Learning Partnership we are a Safe Employer and thorough checks will be carried out as part of our commitment to Safer Recruitment. We do not accept Curriculum Vitae. Any successful candidate would be subject to a fully enhanced DBS check, and would be expected to adhere to our Safeguarding and Child Protection Policy as well as other mandatory policies. For more information please contact HR below

Support Staff Vacancy Details

Job Title: First Aid Responder/Administrator

Contract Term: Permanent, term time only

Vacancy Closing Date: 14th February 2022

Interview Date: Week commencing 14th February 2022

Start Date: As soon as possible

How to Apply

Please visit <http://www.theparkschool.org.uk/working-for-us> to download the relevant application form. If you would like to discuss any aspects of the vacancy in advance of applying please contact 01271 373131 or email hr@theparkschool.org.uk. Please note we do not accept Curriculum Vitae.

Job Description

Job Title: First Aid Responder (2 posts)

Responsible to: To be confirmed subject to work force review

Work Pattern: Contracted hours 35 hours per week, term time only. General working hours will be 08:00-3.30 or 09.00-4.30pm including 30mins unpaid break. Some flexible working may be required to support out of school time activities.

Grade: Starting Salary Grade C NJC Scale points 4 (*Pay Range progression points 4-6 £18,933 - £19,698 FTE*) *pay award pending actually* prorated salary £15,258 - £15,875 depending on experience (including holiday pay)

Principal Accountabilities:

1. To be one of two principle First Aid responders for Park School providing first aid to pupils, staff and visitors.
2. To ensure equipment, medication, other consumables are maintained, well stocked, and disposed of appropriately.
3. To ensure first aid provision, incidents, accidents and administration of medicines are recorded and reported accurately and in a timely manner.
4. To assist with activities to support the schools vaccination programme.
5. To support student participation in some school trips.
6. To provide administrative support to the wider school when capacity outside of first aid allows

Shared Responsibilities with other Leadership Team members:

1. Foster community links;
2. Liaise with TLP, service providers, schools and colleges;
3. Inform and monitor whole school targets;
4. Work to strengthen and enhance The Park Community School's values and culture;
5. Safeguarding and promoting the welfare of children and young people.

Main Duties

Key Function 1: Daily First Aid Provision

- Working under the supervision and direction of the Line Manager.
- Provide first aid for staff, students and school visitors during the school day, signposting to other services as necessary ensuring colleagues, parents are informed.
- Provide information of specific needs for offsite activities including residentials, and provide suitable first aid information, supplies and equipment for colleagues.
- To effectively communicate with colleagues on the first aid backup/emergency rota in collaboration with the Line Manager.
- Effective communication with Reception, SLT, parents and other first aiders as required.

- Follow the quality assured procedures and protocols for first aid treatment and incidents/accidents in accordance with the School Policy.
- Ensure data processing, data protection and record retention is maintained in line with school policy.

1. Resources

- Day to day responsibility for the first aid container/cupboards, its security and contents
- Safe use, storage and disposal of medicines and medical equipment ensuring stock is accurately labelled and accessible.
- Ensure first-aid supplies are suitable, stored appropriately, well stocked and in appropriate locations for first-aid provision.
- Dispose of hazardous and/or clinical waste in an appropriate manner.

2. Support Individual Health and Medical Needs

- Assist with any individual risk assessments for students or staff as required.
- Proactively support the smooth transition of new students in terms of capturing and communicating health related needs in a timely manner.
- Keep informed of any offsite activities involving students with medical or health needs and inform colleagues of any requirements.

3. Personal Development

- Keep up to date with knowledge of specific needs/health care plans of individual students to facilitate any health care plan requirements that arise within school activity hours.
- Maintain up to date knowledge of first aid issues and keep first aid at work qualification up to date
- Keep up to date with statutory requirements, school policy, and systems, reporting and protocols.
- Be an active member of the school's H&S Committee, supporting best working practice, information sharing and a compliant working environment.

4. General

- To support students with school activities and trips where health care needs may otherwise prevent their participation.
- To provide administrative support for the wider school if capacity allows.
- Maintain confidentiality at all times.
- Comply with all aspects of the Health and Safety at Work Act 1974, the management of Health and Safety at Work Regulations 19092 and all other relevant legislation and Trust Policies.

Person Specification

Shortlisting will be based on these below requirements being evidenced where possible in your application form. Candidates who are successfully shortlisted, will be invited to an interview to explore their suitability for the job.

In addition to the interview you may be required to perform a Task and, or undergo an Observation of skills in practice. If applicable this is indicated in the Assessment Method column below as follows: T = A Task/Test of shortlisted candidates for the specified requirements
O = An Observation

<u>Category</u>	<u>Requirement</u>	Essential/D esirable
<u>Qualifications, Education and Training</u>	Good standard of GCSEs (Maths and English grade C or above) IT Literate (Microsoft Office)(Google Apps) with ability to manage data on spreadsheets/produce reports Experience of using school management information systems Current First aid at Work qualification or a valid certificate of equivalent competence, issued by an organisation whose training and qualifications are approved by the Health and Safety Executive (HSE)	E E D E
<u>Experience Knowledge</u>	Work in an educational environment Experience of working with children Extensive experience in providing first aid Experience of multi-tasking and triage effectively Good Knowledge of operational Health and Safety Good knowledge of Hygiene and infection controls Experience of Risk Assessment for activities an individual Manual handling – effective practice Data Protection – effective practice	D E E D E E D E E
<u>Skills/Abilities</u>	Excellent interpersonal skills and able to communicate effectively and professionally at all levels from students; parents, staff Able to cope with stressful and physically demanding emergency procedures Flexibility in working arrangements Able to absorb new knowledge and skills Efficient administrative skills and good personal organisation and time management Strong IT skills including use of online administration, forms, workbooks, mail merges Consistent approach	E E D E E E E
<u>Attitudes</u>	Reliable Calm Professional Empathetic Flexibility in working hours Enjoys working as part of a team Able to work under own initiative and independently Able to reflect and learn from experience Resilient and able to function well under pressure Propensity for attention to detail/accuracy	E E E E D E E E E E