**Job Description**

**Post Title: Primary First Aider and Administrator – Maternity Cover**

**Location: Derby Moor Spencer Academy**

**Salary/Pay Range: NJC05 – NJC09**

**Hours of work: *37 hours per week, 43 weeks per year (Term Time Plus 4 weeks)***

**Monday – Thursday 8.00am – 4.00pm (exclusive of 30-minute lunch break), Friday 8.00am – 3.30pm (exclusive of 30-minute lunch break)**

**Reporting to: Principal via Vice Principal (Behaviour & Safety)**

**Purpose of Role**

* To act as the primary first aider within the school.
* To provide administrative/reception support as part of the Student Services Team.

**Main Duties and Responsibilities**

**Part One: Primary First Aider and Administrator**

**Wider professional responsibilities:**

* To make a positive contribution to the wider life and ethos of the school.
* To develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support.
* To contribute to school Quality Assurance processes, Self-Evaluation and School Improvement Planning.
* To be part of the cover / buddy rota for Support Staff.

**Primary First Aid:**

* To maintain a Full First Aid at Work qualification, ensuring this is updated or renewed as necessary.
* To be the Primary First Aider within the school and administer emergency first aid and to complete necessary paperwork in relation to first aid emergencies.
* To liaise with the school nurse.
* To administer drugs to students as appropriate, in compliance with school and Local Authority guidelines.

**Clerical Support:**

* To provide clerical support for:
* Student Achievement & Behaviour
* Reception
* Awards & Open Evenings
* Induction & Transition Days & Evenings
* Review Days
* To maintain all relevant records and complete all relevant filing
* To complete all word-processing or other clerical tasks as required.

**Part Two: Personal and Professional Conduct**

A Primary First Aider and Administrator is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout their career.

* A Primary First Aider and Administratorupholds public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:
* treating students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to their professional position.
* having regard for the need to safeguard students’ well-being, in accordance with statutory provisions.
* showing tolerance of and respect for the rights of others.
* not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
* ensuring that personal beliefs are not expressed in ways which exploit students’ vulnerability or might lead them to break the law.
* A Primary First Aider and Administratormust have proper and professional regard for the ethos, policies and practices of the school in which they work, and maintain high standards in their own attendance and punctuality.
* A Primary First Aider and Administratormust have an understanding of, and always act within, statutory frameworks.

**Part Three: Pastoral Guidance**

**It is the duty of a Primary First Aider and Administrator to promote the general progress and well-being of individual students and of any group of students assigned to him/her.**

* To provide guidance and advice to students on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions; making relevant records and reports.
* To make records and reports on the personal and social needs of students, as required.
* To communicate and consult with the parents of students, as required.
* To communicate and co-operate with persons or bodies outside the school.
* To participate in meetings arranged for any of the purposes described above, as required.
* To attend assemblies, to register the attendance of students and to supervise students, as required.

**Safeguarding**

Ensure that you act according to the principles of best practice, and in accordance with the requirements of the Keeping Children Safe in Education guidance, as issued by the Department for Education.

**General**

* All non-teaching staff will work on Teacher Training Days
* Work in a professional manner and with integrity and maintain confidentiality of records and information
* Maintain up to date knowledge in line with national changes and legislation as appropriate to the role
* Be aware of and comply with all Academy policies including in particular Health and Safety and Safeguarding
* Participate in the Academy Appraisal process and undertake professional development as required
* Adhere to all internal and external deadlines
* Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role
* To participate in arrangements agreed at Derby Moor Spencer Academy for the appraisal of performance and the development identified.
* All job descriptions are subject to change as the need of the academy changes

These above-mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust.

**Additional Information**

**The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.**

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| **Name:** |  |
| **Signature:** |  |
| **Date:** |  |