**Job Description**

**Title of Post:** School First Aider and Admin support to Senior Team

**Purpose of Job:** To provide medical assistance to the school.

To provide administrative support to allocated staff and general school office duties, including answering the phone, dealing with or directing queries from parents/carers and other stakeholders

 and student file management.

 All members of support staff are involved in Performance Management and Pay Review.

All staff have a responsibility for the safeguarding and promotion of well-being of all students. In this regard this post has a significant role.

Scale 5 Points 8 to 11

**Example Duties & Responsibilities:**

* To be responsible for the management of student files including safeguarding
* Responsible for First Aid in school in line with the school’s policies and responsibilities
* Responsible for the storage and dispensing of medicines in school
* Contributing to the review of the First Aid policy and other related policies
* Provide access to files for tutors and Heads of Year
* Provide administrative support to Deputy Headtachers
* To liaise with SENCO regarding students who are vulnerable
* To liaise with parents/carers and relevant professionals to put medical plans in place for students as required
* To assist the Main Office with student requests, answering phones and enquiries
* Produce statistical data for publication
* Statistical analysis when requested
* Word Processing, Desk Top Publishing Work and telephone contact with parents and external agencies
* Coordinate school counsellor appointments
* To undertake training commensurate with the post

 **School First Aider:**

**Responsible for:**

**To advise and train school staff (in conjunction with Health Authority) in specific procedures which they may be expected to carry out in the absence of a trained nurse.**

**Day to day care of students and staff**

* Who are unwell/injured
* Daily record on card index file of children seen, letter to parents regarding reason for seeing student, time, and number of Paracetamol (if given)
* Contacting Parents/doctor/hospital, call ambulance depending on the seriousness of illness/accident
* To complete and submit accurate accident forms for all appropriate incidents involving students
* To take charge of the administration of all medicines in school.
* To assist all employees in the completion of accident forms where necessary
* Administer Hypo-stop or intramuscular glucose to diabetics, if necessary, assist students with blood tests
* Administer appropriate drugs in the case of epilepsy or severe allergy. Draw up management plans if necessary
* Liaise with designated person re any safeguarding/child protection issues
* Liaise with senior leaders responsible for training to ensure that any relevant staff training needs or obligations are met (e.g., EpiPen Training)

**Doctors Medical Reviews**

* Sending out reminders to students about their appointments
* Ensuring that they are in the medical room at the correct time
* Staying with students when appropriate or when requested by parents

**Vaccinations**

* Organising vaccination programme with the appropriate agencies
* Assisting the outside agencies with the care of students during vaccinations
* Collecting students and escorting them to the vaccination area
* Collating returned forms and reminding students who have not returned forms

**Medical/First Aid Supplies**

* Ordering first aid supplies and regular stock takes
* Holding, issuing and return of First Aid Kits, sick bags etc. for trips/outings and sports events
* Regularly maintain and update information of medical condition of students. Ensure information is circulated to relevant staff.
* To be responsible for the collation of information and statistics regarding students visiting the Medical Room.
* Collate and distribute information to staff on eating disorders, self-harm and other adolescent problems.
* To support the welfare and wellbeing of students at lunchtime if required by the Headteacher
* All staff have a responsibility for the safeguarding and promotion of well-being of all students.
* To ensure that the requisite Health and Safety Regulations and Codes of Practice are complied with for the safety of students and staff.
* To arrange qualified cover for planned periods of absence
* Any other reasonable request by the Headteacher

**PERSON SPECIFICATION –**

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| **General heading** | **Detail** | **Examples** |
| **Qualifications & Experience** | Specific qualifications & experience | Educated to NVQ level 3Demonstrate relevant experience |
| Knowledge of relevant policies and procedures | Relevant legislation, e.g., Children Act and Child Abuse legislation Excellent knowledge of First Aid |
| Literacy | Clear and concise written and oral skills |
| Numeracy | Ability to count and undertake calculations |
| Technology | Ability to use technology relevant to role |
| **Communication** | Written | Ability to complete detailed reports |
| Verbal | Ability to use clear language to communicate information unambiguouslyAbility to listen effectively |
| Languages | Use initiative to overcome communication barriers with children and adults |
| Negotiating | Consult with children and their families and carers and other adults |
| **Working with children** | Behaviour Management | Ability to demonstrate effective implementation of the school behaviour management policy  |
| SEN | Understand and support the differences in children and adults and respond appropriately |
| Curriculum | Good understanding of the school curriculum |
| Child Development | Good understanding of children development |
| Health & well being | Understand the importance of physical and emotional wellbeing and the safety of children |
| **Working with others** | Working with partners | Use own initiative towards the contribution of the team supporting children, their families and carers |
| Relationships | Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults |
| Teamwork | Ability to work effectively with a range of adults |
| Information | Know when, how and with whom to share information |
| **Responsibilities**  | Organisational skills | Good organisational skillsAbility to remain calm under pressure |
| Line Management | Ability to manage and support the work of others |
| Time Management | Ability to manage own time effectively |
| Creativity | Demonstrate creativity and an ability to resolve problems independently |
| **General** | Equalities | Demonstrate a commitment to equality |
| Health & Safety | Good understanding of Health & Safety |
| Child Protection | Understand and implement child protection procedures |
| Confidentiality/Data Protection | Understand procedures and legislation relating to confidentiality |
| CPD | Be prepared to develop and learn in the role |