

SUPPORT STAFF JOB DESCRIPTION

ROLE TITLE	First Aid Administrator
CONTRACTED HOURS	33.25 hours per week / 38 weeks per year
LOCATION	St Edward's Academy
GRADE / SCALE POINT – SALARY	Grade 3 Point 5-6
REPORTING TO	Assistant Headteacher

INTRODUCTION

All Unity Schools Partnership schools embrace a strong set of values which ensure that students learn how to take their place in modern Britain. Every member of staff is required to uphold and promote the values of the Trust in every aspect of their work performance.

MAIN DUTIES AND RESPONSIBILITIES

Medical

- To assess First Aid problems presented by students and staff, taking appropriate action in the event of an emergency and communicating with staff and parents as necessary.
- To accompany students, where the need arises, to hospital and remain with them until parents arrive.
- To be responsible for administering prescribed drugs which are necessary to be taken by students during the school day, ensuring that parental consent is obtained and recorded.
- To be responsible for the safe-keeping of prescribed drugs in a locked cupboard.
- To liaise with partner schools in order to assess students' potential medical needs prior to their attendance at the school.
- To attend to minor medical needs of students, such as administering plasters, bandages etc as required, and look after students who feel ill. To inform the Senior Leadership Team (SLT) in the event of more serious medical concerns and make the necessary arrangements for parents to be contacted.
- To advise on general health matters as presented by the staff and students, and communicate with parents as appropriate.
- To network with internal and external health agencies on a regular basis. To liaise with a range of health agencies with a view to seeking advice and support on behalf of students with specific health issues, under the direction of the Safeguarding Deputy Head.
- To meet with student returning to school after an injury which impacts mobility, hearing or sight and liaise with the SLT.
- To assist with training employees / volunteers / students in all first aid matters.

- To assist with making arrangements for vaccination sessions held by the Local Authority for the relevant age groups of students, undertaking the necessary communications and ensuring appropriate records are completed and retained.
- To enter all student medical information into SIMS, maintain accurate records in accordance with new and changing medical needs, and inform staff of relevant information, including for all school trips.
- To keep Medical Tracker updated.
- To liaise with the SLT, Heads of Learning and Safeguarding Team regarding confidential medical matters.
- To complete accident reports, including details of injuries, review for patterns and report to the Assistant Headteacher responsible for Health and Safety and provide copies to the Headteacher.
- To carry out monthly stock audits of all First Aid boxes and First Aid kits throughout the school (including those used for trips) and ensure they are replenished. Ensure all emergency First Aid medical equipment is in good working order.
- To be responsible for maintaining stocks and ordering medical supplies and equipment in order to ensure adequate emergency medical resources exist within the school.
- To maintain confidentiality of information acquired while undertaking duties for the School.

OTHER

- To be responsible for own continuing self-development as first aider, undertaking training in both medical and pastoral areas and participating in annual appraisals.
- To undertake any other administrative duties as required for example, reprographics work, typing, filing.
- Undertake any other reasonable duties as required by the Headteacher or the Senior Leadership Team.

SAFEGUARDING

Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young persons at all times.

The post holder, under the guidance of the Headteacher, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the school's safeguarding policies.

GENERAL

1. Actively contribute to and promote the overall ethos and values of the School and the wider Trust.

2. Participate in training and other learning activities and performance development as required.
3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with students, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust.
4. Maintain absolute confidentiality and exercise discretion with regard to staff / student information and the Trust's business at all times.
5. Act as an ambassador for the School and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.
6. Undertake any other reasonable tasks and responsibilities as requested by the line manager or a member of the Senior Leadership Team which fall within the scope of the post.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
KNOWLEDGE		
Technical or Specialist	Knowledge and use of a range of classroom equipment.	Experience of working with students. Basic knowledge of first aid.
Literacy and Numeracy	Ability to read and understand instructions. Ability to complete basic paperwork.	
Organisational		Knowledge of school policies and procedures.
MENTAL SKILLS		
Research	Assist with information gathering and resources as appropriate.	
Problem Solving	Ability to recognise and resolve or report problems.	
INTERPERSONAL AND COMMUNICATION		
Caring Skills	Sensitivity to students' needs.	
Advising / guiding	Advising and guiding students on the best way to handle situations, under the teacher's direction.	
Verbal and written	Ability to communicate clearly. Ability to encourage participation and give information where required to students and parents	
PHYSICAL		
Keyboard	Ability to use ICT to report first aid incidents on Medical Tracker and SIMS.	
Manual Skills	Ability to administer first aid to students, staff, visitors as and when required.	
LEVEL OF AUTONOMY	Work is covered by set policies and procedures. Able to work with small groups of students when carrying out specific tasks or on field trips etc.	

	Able to make decisions on when to refer queries/problems to teaching staff or line manager.	
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