**THE GRANGE SCHOOL**

***Specialising in Business & Enterprise***



**First Aid Officer and Administrator**



**THE GRANGE SCHOOL**

The Grange School is a well-established, friendly school, specialising in Enterprise.

Enterprise is a driving factor throughout learning as evidenced by our Grange Enterprise and Learning Skills (GELS) which are embedded across the curriculum.



We aim to equip all students with the adaptability and flexibility to meet the demands of a rapidly changing world and to promote a sense of responsibility towards others, the school and the wider community. The support and guidance of students is based on a Year system and aims to develop co-operation, involvement and respect in all students.

A broad and balanced curriculum is provided for Years 7 to 9. In Years 10 and 11 all students will study English, Mathematics, Science, PE, RE, ICT/Computing and PSHCE (Personal, Social & Health and Citizenship Education). Students can then choose from a range of additional GCSE, BTEC and vocational courses. We offer a range of traditional and vocational courses at Key Stage 5. The curriculum in all Key Stages is further enhanced through wide ranging extracurricular experiences.

We aim to attract energetic and conscientious staff who have a commitment to the education of our students. The professional development of all staff is an important focus for the school. We strive to create a learning environment which serves the needs of all the members of our diverse and vibrant community.



**FIRST AID OFFICER AND ADMINISTRATOR**

**JOB DESCRIPTION**

**Job Title: First Aid Officer**

**Reports to: Assistant Headteacher Support for Learning**

**Bucks Pay Scale: Range 3 (Range 16 – 20) £16,253 - £17,567 approximately)**

**Hours: Monday – Thursday 08.15 – 15.30 Friday 08.15 – 15.15**

**Main Purpose of the Role**

To provide first aid treatment as required for students and staff. This can involve calling for ambulances/parents to take them to hospital or home and to liaise with parents accordingly.

**Specific Responsibilities – First Aid**

* Deal with medical needs of students as they arise each day and log information/advise parents.
* Vaccination annual programme – ensure dates are on school calendar, arrange distribution of consent forms to students and collate returned forms, along with chasing students who have not returned the forms and liaising with school nurses to ensure everything ready for them to come in and administer the vaccinations. This would involve booking the hall, liaising with caretaking team for tables and chairs to be set out and water available for poorly students after the vaccinations.
* Termly to check first-aid boxes are appropriately stocked and be responsible for ordering, monitoring and maintaining of the school’s medical supplies.
* To ensure the maintenance of all relevant medical records for all students on the school roll, so that we know medical conditions i.e. needs Epipen etc.
* To hold and issue drugs (only those administered orally) and medicines to students and keep relevant records, subject to prior written agreement from parents.
* To ensure healthcare plans are completed by parents for students with medical conditions, and ensure they are kept up-to-date.
* Ensure annual list of medical conditions, particularly of new Year 7 students, of incoming health problems to all staff. Checking the accuracy of medical section under SIMS is kept up to date and any amendments are notified to ‘cover office’ for amendment. From this information, keeping the photographic notices in the staff room of students with medical conditions up to date so staff have easy access to check those students they are teaching.
* School Trips – checking the correct medical information is given to staff for students on school trips.
* Medical conditions – if needed, organising for school nurse or other health professionals to come into school to train staff on medical conditions – particularly with Diabetes.
* Completing on-line notifications to County Safety Advisor of incidents/accidents to members of staff.
* To ensure first aid training is kept up to date and organising any other training that may be required.

**Specific Responsibilities – Administration**

* To receive and act upon telephone calls and communication regarding student absences/ attendance – code and email information as necessary to staff.
* Send ‘SIMS’ In-Touch ‘text message (this is after Attendance Officer ensures registers on line and year groups checked for accuracy) to parents who have not advised reasons for absence.
* Put letters/notices into register folders ready for circulating by form tutors the next morning.
* Print monthly official registers after they have been closed by Attendance Officer. Also saved electronically.
* On Friday’s, put the new emergency paper registers into the register folders and discard previous ones. The emergency registers are produced by Attendance Officer and kept up to date with student form changes etc.
* To be the central location in school for collection/storage of lost property – if it has a name in it, the students come and collect their lost property. At the end of each half term, putting the unnamed lost property out on tables in upper foyer for students to come and collect any lost items.

**Support for the school**

As a member of staff at The Grange School:

* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Be aware of and support difference to ensure all students have equal access to learn and develop.
* Contribute to the overall ethos / work / aims of the school.
* Appreciate and support the role of other professionals.
* Attend and participate in relevant meetings.
* Participate in training and other learning objectives and performance development as appropriate.
* Assist with the supervision of students, as per necessary with technology activities.