# westhatchbadgeWest Hatch High School

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| **JOB DESCRIPTION**: | First Aid Officer and Administrator |
| **Grade** | Band 2 |
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| **Responsible to**: | Assistant Headteacher (Pastoral) |
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| **Line Manager:** | Office Manager |
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| **Purpose of Post:** | To be responsible for First Aid provision which includes the care of pupils with common injuries and illnesses. The work will be split between First Aid and Administration. |
| **Main Duties and Responsibilities:** | |

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| **1. First Aid** | |
|  | Act as the first point of contact for the provision of First Aid care to students, staff & visitors in compliance with policy and regulations. |
|  | Log medical incidents on Evolve system |
|  | Ensure all records and accident reports are maintained in accordance with guidelines |
|  | Co-ordinate the First Aid Team, prepare the First Aid Team rota and maintain team training records |
|  | Maintain & order medical supplies |

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| 2. Administration | |
|  | Assist the administration team telephone enquiries to the school (rota system) |
|  | Assist other members of the Admin Team as directed by Office Manager |
|  | Liaise with Assistant Headteacher regarding Behaviour & Detentions and provide Admin support where necessary |
|  | Co-ordinate the Homework and Behaviour detentions process ensuring pupils and parents are informed and follow up non attenders |

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| **3. General** | |
|  | To ensure own First Aid certification is current and maintained by attending training approved by the Health and Safety Executive |
|  | To attend all additional training required to support the delivery of first aid within the school |
|  | Ensure full compliance with GDPR |
|  | Carry out your role in a professional, positive and proactive manner. |
|  | Come to work suitable dressed, in accordance with the Schools Dress Code |
|  | Maintain strict confidentiality with regard to issues relating to pupils, parents, other staff and school business |
|  | Be supportive at all times of the school’s aims and ethos |
|  | Set a good example to students |
|  | Work as part of a team to support the team and school objectives |
|  | To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. |
|  | To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace and the School Code of Conduct |
|  | Ensure that all duties and services provided are in accordance with the School’s Equal Opportunities Policy |
|  | The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment |
|  | The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade |

**May 2018**