



Job Description & Person Specification

First Aid Lead & Administrator



Job Title : First Aid Lead & Administrator
Scale : Scale 4

Reporting Arrangements

Reporting to : Office Manager
Accountable for : N/A

Job Purpose

- Assess the medical and welfare needs of students and staff, and administer front-line First Aid.
 - Ensure that pupils with ongoing medical needs are supported in school in line with their Individual Health Care Plans, administer approved medication to students and maintain records and reports, including those for statutory requirements.
 - Other administrative duties in support of the wider school.
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Main Responsibilities

1. Medical

- Assess First Aid problems presented by pupils and staff, taking appropriate action in the event of an emergency and communicating with staff and parents as necessary.
- Be the main key holder for the medicine cabinet in the First Aid room.
- Administer medication where required in line with school policy.
- Produce student medical needs list, emergency first aid list and staff medical needs list.
- Support students with significant health needs (diabetes, epilepsy, anaphylaxis, asthma).
- Produce medical needs lists for specific trips/visits.
- Accompany students, where the need arises, to hospital and remain with them until parents arrive.
- Liaise with partner schools in order to assess pupils' potential medical needs prior to their attendance at the school.
- Advise on general health matters as presented by the staff and pupils, and communicate with parents as appropriate.
- Network with internal and external health agencies on a regular basis.
- 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 Deputy Head.
- Co-ordinate, administer and maintain Individual Health Care Plans for students with specific medical needs in conjunction with parents and any other relevant health care professionals.
- Assist with the delivery of the First Aid content of the School's Beliefs and Values curriculum as and when requested.

- Make 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.
- 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.
- Keep an up to date accident record book, including details of injuries, make any required RIDDOR reports for accidents at work, review for patterns and report to the Estates Director.
- 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.
- Keep an accurate list of all staff accredited with First Aid at Work, together with dates of expiry, and arrange training to ensure that an appropriate number of staff for all areas of school are trained in these skills.
- Take responsibility for the medical room and ensure this is kept clean and tidy.
- Arrange annual flu vaccinations for those staff who wish to participate.
- Maintain confidentiality of information acquired while undertaking duties for the School.

2. Pastoral

- Act as a listening ear for all students and communicate any concerns to the Head of Year.
- Liaise and advise Heads of Year regarding confidential medical matters.
- Support pupils returning to school after a period of absence.

3. Administration

- Provide confidential administrative support to the school including the preparation of documents and reports using Word, Excel and PowerPoint.
- Make appointments, arrange meetings, book meeting rooms and transport as requested.
- Raise purchase orders on the finance system when required, and sort and organise stock when received.
- Maintain an efficient filing system – both manually and electronically.
- Input/extract information to and from computer databases including the SIMS system.
- Provide cover for other colleagues when required including reception.
- Photocopying and use of printing and scanning equipment.
- Arrange hospitality as required.
- Suggest improvements of operational procedures as necessary.

Trust Responsibilities

- Adhere to all Trust policies and procedures.
- Take responsibility for promoting and safeguarding the welfare of all pupils.
- All staff are expected to be committed to the Equal Opportunities Policy, to work positively and inclusively with colleagues so that the Trust provides a workplace and delivers services that do not discriminate against people on the grounds of their age, gender, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin or disability.
- Work flexibly in the interests of the service (this may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities).
- Travel between different sites of the Laurus Trust as required.
- Actively participate in performance reviews at regular intervals in accordance with Trust procedures.
- Undertake training courses organised by the Trust where these will assist in the carrying out of the above duties, develop skills which may be required to fulfil those duties in the future or are required to fulfil legal requirements.
- Refrain from smoking in any areas of Trust premises.
- Behave in a manner that ensures the security of property and resources.

- All staff are expected to demonstrate consistently high standards of personal and professional conduct as defined in The Laurus Trust Code of Conduct Policy.
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Safeguarding

The Laurus Trust and its affiliated schools are committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent, and must be eligible to work in the UK.

We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the school. This is in line with statutory guidance Keeping Children Safe in Education 2019 and The Education Act, we expect all staff and volunteers to share this commitment.

Core Behaviours

It's important for all Support Staff to be able to demonstrate some or all of the core behaviours on a regular/daily basis:

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| ➤ Adaptable | - | Open to change, to be flexible. |
| ➤ Courageous | - | Willing to speak up, offer ideas, challenge the norm. |
| ➤ Hard Working | - | Strong work ethic, prepared to go the extra mile. |
| ➤ Inclusive | - | Treat others fairly and equally. |
| ➤ Engaged | - | Involved/absorbed in your work, participate at all times. |
| ➤ Value | - | Add value to your role, your team and the Trust. |
| ➤ Enquiring | - | Have an enquiring mind, curious, improve and find solutions. |
| ➤ Motivated | - | Pro-active, wanting to achieve goals, willingness to try, can do attitude. |
| ➤ Encouraging | - | Giving/offering support and confidence to others, working together. |
| ➤ Navigator | - | Providing guidance, leading when necessary. |
| ➤ Tenacious | - | Perseverance, never giving up, whatever it takes. |

Person Specification

Attributes	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> • Sound educational background including GCSE's Maths and English (A*-C) or equivalent 	<ul style="list-style-type: none"> • Attainment of any other health-related qualifications • First Aid Certificate
Knowledge and Experience	<ul style="list-style-type: none"> • Experience of delivering to deadlines and achieving set targets to a high standard • Experience of allocating and prioritising workload effectively to gain maximum productivity • Strong IT Skills including Microsoft PowerPoint, Excel, Word and Outlook 	<ul style="list-style-type: none"> • Knowledge of SIMS • Experience of First Aid • Experience of working in a school environment • Experience of working with confidential information • Awareness of current issues in the Education
Skills	<ul style="list-style-type: none"> • Ability to maintain detailed and accurate records • Excellent administrative skills • Excellent planning and organisational skills • Ability to work independently to organise own workload • Strong interpersonal skills • Highly motivated individual with an innovative approach • Problem solving and analytical skills • Ability to demonstrate engaging oral and written communication 	<ul style="list-style-type: none"> • Defibrillator training • Knowledge of local health professionals and the services they offer
Other Qualities	<ul style="list-style-type: none"> • Confident, self-motivated and reliable. • Patient and friendly approach. • Ability to establish a rapport with students • Ability to make effective decisions • Ability to work accurately and methodically • Excellent time management • Ability to remain calm in stressful situations. • Flexible • Good team player • Willingness to undertake further training • Commitment to safeguarding and promoting the welfare of children 	<ul style="list-style-type: none"> • Full driving licence • Ability to liaise effectively with a range of health professionals