



Job Description and Person Specification

First Aid & Administration Assistant



First Aid & Administration Assistant

Salary: Scale 3

Purpose of the post:

- To administer First Aid to all students and staff as required
- To provide high quality, efficient and comprehensive administration support

Reporting to: PA to Head of School

SUMMARY OF RESPONSIBILITIES AND PERSONAL DUTIES:

KEY AREAS

First Aid Duties

- To administer First Aid to all students and staff in First Aid room
- To contact parents/carers in respect of First Aid incidents/illness
- To keep accurate records of all First Aid incidents/illness
- To maintain the supply of First Aid equipment/supplies
- To 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
- Co-ordinate Health Care Plans in conjunction with school nursing team and review on a regular basis
- Support students with significant health needs (diabetes, epilepsy, anaphylaxis, asthma)
- Provide basic first aid training where required
- Maintain the first aider list
- Produce medical needs lists for trips/visits

Administration

- To provide confidential administrative support to the school including the preparation of documents and reports using Word, Excel and PowerPoint
- To make appointments, arrange meetings, book meeting rooms and transport as requested
- To raise purchase orders on the finance system when required, and sort and organise stock when received
- To maintain an efficient filing system – both manually and electronically
- To 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
- To arrange hospitality as required
- To suggest improvements of operational procedures as necessary

General

- To undertake such other duties related to the work of the whole school appropriate to the post, as may be assigned
- To attend relevant meeting and participate in training opportunities and performance development as required for the effective delivery of the role
- To work positively and inclusively with colleagues and stakeholders so that the school provides a workplace and delivers a service that does not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities.
- To fulfill personal requirements, where appropriate, with regard to school policies and procedures, health, safety and welfare, emergency, evacuation and security.

Person Specification

| Attributes | Essential | Desirable | How identified |
|------------------------------|--|---|-----------------------------|
| Relevant experience | <ul style="list-style-type: none"> • Experience of working in an administrative support role • Experience of providing diary planning for a number of staff • Sound knowledge and experience of PC based applications | <ul style="list-style-type: none"> • Experience of working in a school environment • Experience of co-ordinating overseas residential visits and liaison with relevant external agencies. | Application Form/ Interview |
| Education and training | <ul style="list-style-type: none"> • Some First Aid experience • Sound educational background including minimum grade C in GCSE Maths and English or equivalent • Numerate/literate • Willingness to undertake further training | <ul style="list-style-type: none"> • Valid First Aid Qualification • Awareness of current issues in the Education sector | Application Form/ Interview |
| Special knowledge and skills | <ul style="list-style-type: none"> • Good practical skills in using Microsoft Office including Word, Excel and PowerPoint • Good communication skills (oral and written) • Excellent time management, administration and organisation skills • Ability to be flexible • Good team player/excellent interpersonal skills • Ability to use own initiative and prioritise effectively • Willingness to develop professionally and undertake any necessary training | <ul style="list-style-type: none"> • Experience of SIMS | Application Form/ Interview |

June 2019

The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.