

The Leicestershire College Job Description

1. Job Details

Job Title:	Primary First Aider
Competency Level:	Business Support Level 1
Job Number:	84554
Reporting To:	Health & Safety Advisor
Department:	Health & Safety
Annual Salary (FTE):	£14,876.56 based on 0.7930 of the FTE £18,761. Based on 37.5 hours per week, over 36 weeks per year.
Date:	May 2019

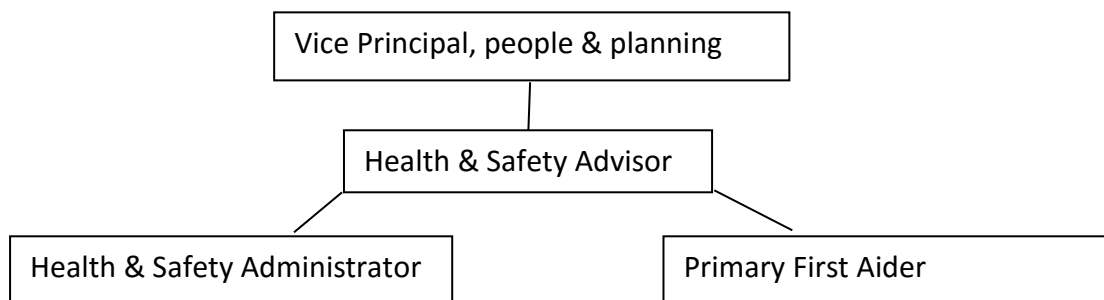
2. Job Purpose

To work in a busy Health & Safety department co-ordinating and managing the College first aid provision, including delivering relevant refresher training and support as required.

3. Dimensions

Not applicable

4. Organisation chart



5. Key Responsibilities

- To be the primary first aid contact for the College
- To design and deliver relevant first aid training
- To be part of the College Health & Wellbeing team and co-ordinate a full programme of events to meet the College Wellbeing commitments
- To support College staff Mental Health First Aid team
- To manage the first aid on-call team and to co-ordinate network meetings
- To ensure first aid stock is in date and replenished as required
- To record and input all accident data in a timely manner for management reporting
- To assist in the completion of assessments for expectant mothers, return to work and injuries in line with current procedures

6. Key Result Areas

Action	Result
Co-ordinate first aid rotas and facilitate network meetings	Ensuring full first aid cover across campus and that trained first aid staff are up to date/familiar with latest procedures and issues
Record and input of accident data and maintenance of accident and first aid databases	Ensuring data is complete, accurate and timely for management reporting
Design and deliver relevant training	Ensuring all College trained first aiders have up to date skills and training
To play a key role in the co-ordination of a calendar of Wellbeing activities	Delivering College Wellbeing programme and promoting positive staff wellbeing

7. Key Working Relationships and Communications

Internal: Estates, HR, Student services, Cleaning Services, Technology, all other Business support and Curriculum areas, Learners

External: Loughborough University, First Aid/Healthcare Organisation

8. Scope for Impact

- *Train staff in first aid*
- *Ensure full first aid provision*

9. Knowledge, Skills and Experience (Person Specification)

QUALIFICATIONS		ESSENTIAL	DESIRABLE	HOW ASSESSED
1.	Possess qualifications in Maths and English Levels 4-9 (GCSE grades A* – C or equivalent)	•		Application/ Interview
2.	Relevant coaching or training qualification (Or willing to work towards)		•	Application/ Certificates
3.	Recognised first aid qualification – minimum of 3 day emergency first aid at work	•		Application/ Certificates
EXPERIENCE				
4.	Experience of working as a key first aider	•		Application/ Interview
5.	Experience of using Microsoft Office applications (e.g. Word, Outlook and Excel, Access)	•		Application/ Interview
6.	Experience of working with young people		•	Interview
7.	Experience of coaching or training		•	Interview
SKILLS & KNOWLEDGE				
8.	Excellent level of knowledge and practical skills of administering first aid	•		Application/ Interview
9.	Knowledge and understanding of first aid requirements		•	Interview
10.	Training and presentation skills	•		Interview
11.	Excellent communication skills both oral and written	•		Interview
12.	Ability to work proactively and on own initiative	•		Application/ Interview
BEHAVIOURS				
13.	Demonstrate a commitment to self-development	•		Interview
14.	Promote the College's equal opportunities policy and practices	•		Interview
15.	Ensure the safeguarding of students	•		Interview

Notes

1. A satisfactory Enhanced Disclosure & Barring Service check is required for this post. The Leicestershire College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
2. The Leicestershire College retains the right as a condition of your employment to require you to undertake such other duties as may be expected of you in the post mentioned above, or in a similar post within the College.
3. This job description and person specification was prepared in **May 2019** and may be amended in light of changing circumstances following discussion with the post holder.

10. Job Description Agreement

Job Holder Signature		Date	
Manager Signature		Date	