



JOB DESCRIPTION

- POST TITLE:** Administrative Assistant - Pastoral with responsibility for First Aid/Medical
- POST GRADE:** NJC Scale 3, Points 14-17
- HOURS:** 30 hours per week, Monday to Friday 8.15am to 2.45pm with 30 minutes lunch break each day, 38 weeks per annum (term time only)
- RESPONSIBLE TO:** Assistant Headteacher for Standards: Pastoral
- JOB SUMMARY:** To act as the school's primary First Aider and be responsible for the Medical Room including Accident Reporting, storage of medicines and Health and Safety matters relating to medical issues. To carry out administrative task as directed by Line Manager.

MAIN RESPONSIBILITIES:

1. To act as the main First Aid contact in school. To deal with all enquiries of a First Aid nature including the management of the Medical room, First Aid equipment, wheelchairs and ordering of necessary First Aid kits and replacement kits. To be compliant with Health and Safety Regulations in accordance with accidents, reporting procedures and management systems in school.
2. To be responsible for prescribed drugs from a Doctor for students and storage/security of the medicines in the drugs cabinet. To ensure that parental consent forms for the prescribed drugs are completed and filed accordingly.
3. To be trained for specific medical conditions on how to use and administer specialist equipment such as Epipens, Evacu-Chair, Defib and any other relevant issues.
4. To liaise with the School Nurse and organise health checks as required by the Local Health Authority such as HPV, diabetics etc.
5. To contact the parent/guardian of students to report accidents, incidents, sickness and emergencies.
6. To submit completed Accident report forms to the Health & Safety Officer of all accidents in school.
7. To work on Student Reception as required during the school day.
8. To support the work of the Student Services team in meeting the various needs of students at the school.
9. To carry out any other reasonable request from the Headteacher, Leadership Group or Line Manager in line with their pay grade.

METHODS OF WORKING:

The post holder will be expected to:

1. Take an active part in appraising their own work against agreed priorities and targets in accordance with the school's performance management and supervision arrangements.
2. Undertake any necessary training associated with the duties of the post.
3. Maintain confidentiality at all times and to observe Data Protection Guidelines.
4. Understand and comply with the school's equal opportunities and other policies.
5. Comply with all health and safety policy and legislation in the performance of their duties and responsibilities.

Admin Assistant Pastoral (First Aid) JD 2017

Signed _____ Dated _____