

Pioneer Educational Trust

Job description:

Technician (Science & Technology) and First Aid Lead

**Overall Purpose:**

The overall responsibility of the Technician (Science & Technology) and First Aid Lead is to assist Heads of Faculty in providing a safe and effective service to support curriculum delivery and to co-ordinate and provide an effective first aid service to persons working for or attending Trevelyan Middle School. The postholder will also act as a designated first aider to ensure that Trevelyan Middle School meets its legal requirements under the Health and Safety at Work Act.

**Key information:**

Department:	Educational Support and Welfare
Working with:	Associate Director for Pupil Welfare, Headteacher and Leadership team, staff at all levels and pupils and parents
Line Managed by:	Senior Leader
Working pattern:	32.5h per week, 38 weeks plus 2 days
Location:	Trevelyan Middle School
Salary:	Grade 4, range 18-22
Notice period:	8 weeks

**Key Responsibilities:**

- Prepare, distribute and clear away equipment, resources, materials, solutions, solvents etc for practical lessons as required and in line with Health & Safety requirements;
- Support the teacher in the promotion and observance of a health and safe learning environment;
- Support the teacher in safe and effective operation and use of equipment, materials, resources, solutions, solvents, etc.;
- Ensure that teachers and pupils are aware of and comply with relevant Health & Safety requirements and any other relevant regulations such as COSHH and CLEAPPS;
- Prepare classrooms for practical lessons, demonstrations, practical activities etc as required;
- Provide support and advice to pupils in the classroom;
- Carry out routine and non-routine cleaning, checking, calibration, testing and maintenance of equipment and workstations in accordance with the required standard;
- Support the Head of Faculty in conducting risk assessments on equipment and processes;
- Ensure that any accidents or spillages are dealt with in accordance with relevant regulations and reported where necessary;
- Maintain subject relevant classroom displays within the Faculty;
- Support the Head of Faculty with routine stock control, purchasing and record-keeping;
- Provide an effective first aid service when required to staff, students and school visitors at Trevelyan Middle School as required and ensure that the school meets its legal requirements under the Health & Safety at Work in act including:
  - Making accurate and appropriate recordings of all first aid cases
  - After making an initial evaluation and assessment, dealing with and recording minor first aid incidents;
  - Contacting parents as required
  - Attending appropriate training when required and ensuring you hold a valid first aid qualification while working as part of the first aid team
  - Liaising with the Ambulance service, other emergency services and parents/guardians as necessary
- Supervision of the First Aid Assistants; any member of staff with a first aid requirement in their job description;

- Ensure and assist with the safe transferal of patients to home or hospital as appropriate;
- In liaison with the SENCO, update and issue new Care Plans for students with SEN/Medical conditions;
- In liaison with the Senior Leadership Team create and maintain any required staff first aid rotas;
- Be responsible for collating, completing and actioning medication authorisation forms;
- Be responsible for the management, storage and administering of medication as required, including actioning expired medication;
- Be responsible for disseminating medical information regarding pupils as appropriate;
- Attend appropriate training when required and ensure you hold a valid appropriate first aid qualification whilst working on the first aid team;
- Be responsible for accurate and appropriate recordings of all first aid cases/incidents as required, including escalating and reporting incidents;
- Be responsible for the hygiene standards and first aid facilities/stock as required in the Medical Room;
- Liaise with the NHS School Nursing Team to organise school vaccinations;
- Act within Pioneer's Code of Conduct at all times, working to collaborate with colleagues, pupils and parents.

#### **General responsibilities:**

- Fulfil all general responsibilities (such as covering for absent colleagues, emergencies, attending meetings and training, etc) as appropriate to the role.

#### **Professional competence and behaviour:**

- Undertake appropriate and regular training and development to maintain knowledge and improve practice; Keep up to date with industry and education relevant legislation;
- Act within Pioneer's Code of Conduct at all times.

#### **Ethical standards and integrity:**

Act within the framework for ethical leadership in education, i.e. [The Nolan Principles](#)

#### **Data Protection and confidentiality:**

Safeguard all confidential and personal data acquired as a result of professional relationships and not use it for personal advantage or for the benefit of third parties.

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 1984 and General Data Protection Regulation (UK GDPR) (2018).

The post holder must be aware that any information held Pioneer, in theory, could be requested by the public, including emails and minutes of meetings. It is, therefore, essential that records are accurately recorded and maintained in accordance with the School's policies and procedures.

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of The Westgate School or to the health and personal affairs of students and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation and you will be required to know when or what information can be shared and in what circumstances it is appropriate to do so.

#### **Safeguarding:**

Pioneer Educational Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and young people to share this commitment and to undergo appropriate checks, including enhanced Disclosure & Barring Service checks.

The postholder is required to demonstrate their commitment to promoting and safeguarding the welfare of children and young people in Pioneer and our family of schools. All staff are required to maintain appropriate professional boundaries in relationships with children and young people and with all members of Pioneer's

community and outside agencies, and exercise sound professional judgment, which always focuses upon the best interests of the students and Pioneer

**Additional notes:**

Whilst every effort has been made to outline the main responsibilities of the post each individual task undertaken may not be identified. Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job profile.

Pioneer will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description should not be taken as an exhaustive description of the role and is, rather, indicative of the types of responsibility covered by this job. This job profile is current but may be modified, with agreement, by Pioneer to reflect or anticipate changes in the job commensurate with the grade and job title.