



SANDHURST SCHOOL

JOB DESCRIPTION

Job Title:	Lead First Aider
Hours:	25 - 30 hours per week term time only + 5 additional days (Monday to Friday – hours to be agreed)
Salary and Grade:	BG-I-SP14 Salary depending on hours (between £16,204 and £19,444)

JOB PURPOSE

To promote the health and welfare of all students and staff and provide nursing as required within confines of skills.

DESIGNATION OF POST AND POSITION WITHIN SCHOOL STRUCTURE

The post holder is Line Managed by Office Manager for Performance Appraisal.

MAIN DUTIES AND RESPONSIBILITIES

- Be the first point of contact/to respond to all instances in school that require first aid to include students, staff and visitors.
- Manage all tasks relating to the statutory requirement to support pupils with complex medical conditions. This is to include arranging meeting with parents/carers and health care professionals.
- Arrange, co-ordinate and attend (provide where needed) training required for pupils with complex medical conditions.
- Manage and be responsible for the first aid provision within school. This is to include ensuring all supplies and first aid kits are well stocked.
- Responsible for storing, recording and issuing student medication.
- Liaise with Heads of Year, Safeguarding team staff, parents and outside agencies regarding student welfare matters.
- Liaise with Year 6 parents during summer term to support transition, especially those with medical needs.
- Update all policies relating to supporting pupils with complex medical conditions and first aid.
- Update and assist with providing health care plans, asthma and allergy plans where required.
- Coordinate and liaise with the Berkshire Schools Immunisation Team to help organise and support the immunisation programme.
- Manage and advise the team of First Aiders.
- All administrative tasks related to First Aid including ensuring that records are kept

correctly and up to date.

- Support the work of the pastoral team as required.
- Support the PSHE curriculum.
- Preparing information on accidents/incidents and provision of first aid provided for the governors on a termly basis.
- Attend and participate in regular meetings as required.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- Participate in training and other learning activities and performance development as required.
- Contribute to the overall ethos/work/aims of the school.
- Carry out tasks as reasonably required by the Headteacher

SCOPE OF JOB (Budgetary/Resource Control, Impact)

- The post holder does not hold any budgetary responsibilities.
- The post holder should be aware and comply with policies and procedures relating to Safeguarding, child protection, health, safety and security, confidentiality, and data protection and ensure all concerns are raised in accordance with this policy

Print Name: _____

Signature: _____

Date: _____