

Job Description: Office Administrator with responsibility for First Aid Room

Accountable to: Head's PA and Office Manager

The job description is designed to give an overview of the tasks and responsibilities for this role and it is not intended to be exhaustive. The Line Manager will meet annually with the post holder to review and ensure that this position remains relevant and in accordance with the evolving needs of the School. The selected individual will be expected to embrace such changes and rise to the challenge of developing their skills over time.

This list of responsibilities below is not a comprehensive definition. It may be subject to modification or amendment after consultation with the holder of the post.

Responsibilities:

- Ensuring students' medical data on SIMS is kept up to date by adding any new medical conditions or medication throughout the year
- Ensuring the Confidential Medical List is available to staff at regular times throughout the year and when any changes are made by the SIMS Manager or First Aid Co-ordinator
- Creating and reviewing treatment plans, care plans, student risk assessments and PEEPS in collaboration with appropriate colleagues
- Organising and managing immunisations for staff (flu) and students
- Organising the training of first aiders as appropriate for special medical conditions
- Maintaining up to date lists of first aiders and uploading these to the school system
- Yearly reminders to parents to ensure auto injectors and inhalers are up to date in line with school policy.
- Communicating with the Senior Deputy Head, EVC and trip leaders about medical needs of students on trip and visits
- Providing first aid kits for trips including treatment plans where appropriate
- Communicating with the pastoral team and supporting mental health provision for students
- Ensuring that record keeping in the First Aid Room is accurate
- Controlling students' personal medication, logging it when brought in, returning any unused or out of date and clearing out the remainder at the end of each academic year.
- Ordering new stock for the First Aid Room and Departmental First Aid kits as necessary
- Liaising with SIMS Manager to ensure Paracetamol consent information is added to SIMS at the start of each academic year and throughout the year for new joiners.
- Uploading photos of students with specific medical conditions (anaphylaxis/diabetes etc) to SharePoint at the beginning of each academic year and updating as new information arises.
- Completing Accident Report Forms and any necessary RIDDOR reports to be kept on file with associated Risk Assessments in consultation with the Head of Estates
- Working as a member of the School Office Team ensuring good standards of cleanliness in the First Aid Room are maintained.
- Providing cover for Reception as required.
- Assisting with organising orders for the office and other areas as required
- Organising the archiving of documents as required.
- Dealing with enquiries from students, parents/carers and staff.
- Undertaking any reasonable task as directed by your Line Manager or other Senior Leadership Team member.
- Providing First Aid for staff, students and visitors as required (training provided as necessary)
- Forming good relationships with staff, students and parents/carers, working as a team with other Support Staff
- Supporting the aims, ethos, policies and development plans of the school
- Working with Head of Estates to ensure relevant aspects of the school's Health & Safety Policy relating to First Aid are implemented.
- Being committed to the safeguarding of children and young people



Person Specification:

Qualifications and Experience

- Good level of School qualifications, both numeracy and literacy (Minimum requirement C in Maths and English at GCSE or equivalent is highly desirable)
- Experience of a role involving detailed organisation and attention to detail
- Experience of using a Management Information System such as SIMS is desirable but not essential.
- Experience working in a healthcare setting or school is desirable but not essential
- Experience of working with young people
- Qualified first aider or a willingness to train
- Qualified mental health first aider or a willingness to train

Knowledge, skills and abilities

- Ability to relate effectively and to earn the confidence of colleagues, students and parents/carers
- Ability to be firm but fair at all times.
- Confident user of IT, including word processing, spreadsheets and management information systems.
- Ability to produce timely and accurate information.
- Ability to demonstrate organisational and administrative aptitude and work to predetermined instructions able to manage own time effectively and meet deadlines.
- Ability to apply established procedures to given situations quickly and with confidence.
- Ability to work as part of a team and independently as situation determines

Personal

- Commitment to the aims, ethos and objectives of the School
- Professional and with integrity
- Able to deal with confidential information in a sensitive way
- Good communicator
- Keen interest in all aspects of School life and happy to get involved
- Enjoyment of new challenges and experiences
- Adaptable and Reflective
- Calm under pressure

The First Aid Coordinator must be kind and with a good sense of humour. This description may change from time to time according to the requirements of the role and will be reviewed annually by employee and manager as part of the School's annual PDR process.

The working hours will be 8am-4.30pm Monday to Thursday with an hour for lunch and 8-4pm on Friday with 30 minutes for lunch. The First Aid Coordinator works during term-time plus five days in the summer holidays.

Aims of the School

The purpose of the school is to provide an excellent all round education for its students. The aims set out in the prospectus are:

- To maintain high academic standards.
- To encourage the enjoyment of learning and good habits of work.
- To help each student
 - to develop fully as an individual
 - to cultivate creative and practical skills
 - to gain the qualifications they need to embark on their chosen career
 - to grow in confidence
 - to think independently
 - to be a responsible, unselfish member of the community

Our shared vision reads as follows:

Sir William Perkins's School builds confidence, integrity and excellence in a caring, innovative and happy community so that each student leaves having been given the best possible chance of achieving their full potential, taking with them sound values, a breadth of skills and knowledge, and ready to take on the world!

Academic success is our priority but education should be about far more than just top grades. We believe in educating the whole person and equipping our students to make their mark on the world. We encourage them to get involved in the many co-curricular activities on offer, to take every opportunity to develop their interests and creativity, their interpersonal, teamwork and leadership skills, to be forward-thinking, and to reach into the wider community.