****

**Job Title:** First Aider

**Reporting To:** Leadership Team

**Job Purpose:**

To support the College in the implementation of its aims and objectives as specified in the Improvement Plan and Policy Statements. Under the general supervision of the Pastoral LT, the post holder is responsible for first aid provision and reporting at the College.

# Main Tasks:

* To act as main First Aider and Appointed Person.
* To administer appropriate First Aid to students, staff, contractors and visitors to the school who are injured or unwell.
* To maintain detailed accurate records. Reporting to LT, H&S, Pastoral Staff, ESW, Attendance Officer and other professionals as necessary.
* Highlighting concerns and ensuring that students are safeguarded.
* To advise parents or other authorised contacts in the event of a student being unwell or injured.
* To administer essential prescribed medication to students when required. To support students with specific medical conditions and advise staff.
* To ensure all First Aiders are kept up to date with current practice .Organising training and requalification courses as required. Organising in house training courses in conjunction with the School Nurse.
* To maintain first aid boxes throughout the College in line with H& S standards. Ordering new stock as necessary.

**OTHER DUTIES**

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of a post. In cases, however where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.