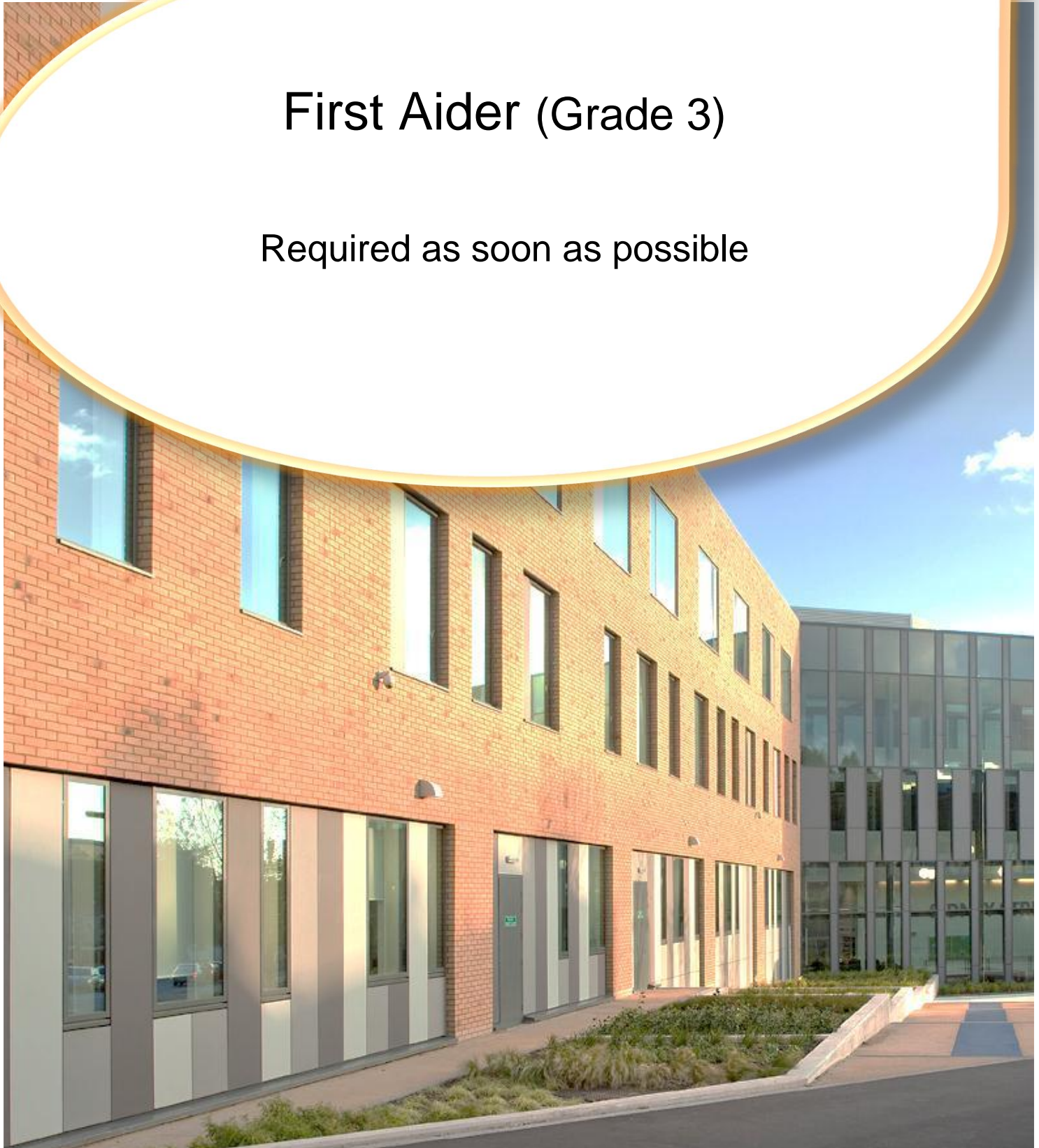


First Aider (Grade 3)

Required as soon as possible



Sidney Stringer Academy Multi Academy Trust consists of five schools led by Sidney Stringer Academy. The schools are Radford Primary Academy, Ernesford Grange Community Academy, Riverbank Academy (Special School), Sidney Stringer Academy and Sidney Stringer Primary Free School.

All of the schools in the trust are working together with the ambition of becoming outstanding.

As the Trust develops we are exploring the opportunities of creating shared posts and services across the schools so that we can benefit from economies of scale.



First Aid

The job holder will provide first aid to students, staff and visitors and oversee the care of students and others who are unwell, injured or who have specific medical needs, deciding on the appropriate course of action.



Why work at Sidney Stringer:

- 100% attendance - 1 day off following year
- Staff Development- new leadership challenge programme and subsidies for Masters' degree courses

- Free tea and coffee
- Social committee with subsidised events
- Occupational health and counselling support
- £50 a day for taking trips at weekends/
Holidays



- Cycle Scheme
- Childcare Voucher Scheme
- Free parking
- Free Flu jabs
- Long service awards



JOB DESCRIPTION – First Aider

Sidney Stringer Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

Grade: 3

Hours: 32.5 hours per week
Monday – Friday 8.30am – 3.30pm. Term time only

Purpose:

The job holder will provide first aid to students, staff and visitors and oversee the care of students and others who are unwell, injured or who have specific medical needs, deciding on the appropriate course of action.

Responsibilities:

The job holder will:

- Administer first aid to pupils and adults within the competencies of the first aid certification held by the post holder.
- Attend emergency medical incidents wherever they occur in the school and undertake actions necessary to stabilise and assist the casualty, which may include calling the emergency services.
- Contact parents following incidents where emergency services have been called to support an individual and follow up any hospital visits, ensuring parents and appropriate school staff are kept informed of the individual's progress.
- Be aware of pupils' specific medical conditions and care plans.
- Contact parents as necessary concerning the welfare of students and ensure that records of such contacts are shared with appropriate staff.
- Supervise and monitor diabetics when they check their blood sugar levels.
- Supervise and monitor any students who may have additional medical needs
- Liaise with the school nurse for appointments for pupils and with other pupil support services as required.
- Ensure that pupils are accompanied to hospital by ambulance when necessary.
- Maintain and propose updates to the school policy on the administration of medicines within school and administer prescription drugs as necessary, ensuring correct permissions from the parent/carer.
- Encourage pupils to promptly return to lessons to maximize their learning time, and not to use the first aid facilities for anything but a short time.
- Monitor and maintain a register of students who have medicines in school and ensure a consent form is fully completed in each case. Supervise the taking of these at the appropriate time, checking expiry date/dosages and make sure they are kept securely at all times.
- Ensure that first aid kits and supplies are fully stocked and be responsible for maintaining those used for field and residential trips.
- Ensure that orders are placed in a timely way for the replenishment of first aid supplies.

- Provide the necessary first aid support to vulnerable pupils and physically disabled students who need additional help and escort pupils with mobility needs to and from lessons, as required.
- Provide cover for the personal care of specific students as required
- Contribute to meetings to discuss a specific child's health needs and progress.
- Report any pupil concerns to relevant staff members.
- Assist with the provision of general care and welfare to pupils and to be mindful of the need to maintain a safe environment at all times.
- Complete the appropriate forms in the event of an accident at school.
- Ensure appropriate data / information is input to SIMS and that computer data is handled in a strictly private and confidential manner, according to data protection principles.
- Record all first aid interventions daily and provide basis statistics to management as required, for example, the number and type of first aid incidents in a school year etc.
- Adhere to and maintain school routines and codes of conduct.
- Attend relevant courses as and when required, e.g. safeguarding, refresher first aid etc.

Safeguarding

Teachers are accountable for the way in which they exercise authority, manage risk, use resources and protect students from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role.

- The jobholder is expected to observe their obligations in accordance with the Academy's Child Protection Procedure, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. A copy of the Academy's Child Protection Procedure can be obtained from the jobholder's line manager.
- ***The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Principal by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with the Academy's Disciplinary Procedure.

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Academy's Health and Safety Policy

and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

Confidentiality and Data Protection

The jobholder is expected to comply with the provisions of the Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Academy's Data Protection Policy.

Equality and Diversity

Sidney Stringer Multi Academy Trust is committed to equality and values diversity. As such the Academy is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the Academy to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect and are entitled to expect this in return.

Training and Development

Sidney Stringer Multi Academy Trust has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may subject to review and/ or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

Job Description Reviewed By: C.Turpin (June 2019)

Personal Specification

| ATTRIBUTES | REQUIREMENTS |
|---------------------------------|---|
| KNOWLEDGE & SKILLS | Well organised with evidence of good organisational and administrative skills Ability to confidently and competently apply knowledge and skill acquired from training into practical context Good telephone manner |
| ABILITIES | Willingness to engage constructively with, and relate to, a range of young people. Willingness to work effectively with teachers and senior managers in school A willingness to participate in in-service training Willingness to work with and support students with additional medical or physical needs |
| EXPERIENCE | Ability to work calmly and professionally and within existing policies and guidelines |
| PERSONAL QUALITIES | Good Communication and interpersonal/listening skills Confident and able to use own initiative Ability to work to deadlines Ability to remain patient and calm in challenging situations The ability to relate well to children |
| EDUCATIONAL ACHIEVEMENTS | Full First Aid Qualification [however training can be given] Good standard of written and spoken English |

First Aider

Grade 3 - £13,624 - £14,458 pa (actual salary)
32.5 hours per week. Monday – Friday 8.30am -3.30pm
Term time only

Required September 2019

You will be employed by the trust which consists of five schools led by Sidney Stringer Academy. The schools are Radford Primary Academy, Ernesford Grange Community Academy, Riverbank Academy (Special School), Sidney Stringer Primary Free school and Sidney Stringer Academy.

The job holder will provide first aid to students, staff and visitors and oversee the care of students and others who are unwell, injured or who have specific medical needs, deciding on the appropriate course of action.

If you would like further information or to discuss the post in more detail then please contact

Sue Sanders - ssanders.staff@sidneystringeracademy.org.uk

How to apply

If you are ambitious for yourself and want to be part of a great team at this really exciting time then we would like to meet you.

For further details, an application form, and to apply, please visit our website:
www.sidneystringeracademy.org.uk – ‘Vacancies page’

Please return completed application forms to Ghausia Bhatti Admin Assistant in HR –
gbhatti.staff@sidneystringeracademy.org.uk [No hard copies to be sent in the post].

Closing date: Monday 24 June 2019 at 12 noon

Interview date : to be confirmed

We look forward to receiving your completed application form.

Any offer of employment to the above post will be subject to receipt of a satisfactory disclosure from the Disclosure and Barring Service.