



Job Description

Job Title: Lead First Aider/Administrator

JD Code: JDA15

Reports to: Assistant School Business Manager

Typical Contract Basis: Full time (37 hours per week)
Term time only / Term time plus

Line Management:

The post holder will be accountable to the Assistant School Business Manager for all initiatives related to this post.

Job Purpose/Summary:

To be responsible for the management of the First Aid service to pupils, staff and visitors.

Key Tasks and Accountabilities:

- To undertake the role of Lead First Aider and co-ordinate First Aid provision across whole school. Liaison with outside medical agencies, where required.
- To act as the main First Aid contact in school. To deal with all enquiries of a First Aid nature including the management of the First Aid Room, First Aid equipment, wheelchairs and ordering of necessary First Aid kits and replacement kits.
- To be compliant with Health & Safety regulations in accordance with accidents, reporting procedures and management systems in school.
- To be responsible for prescribed drugs from a Doctor for pupils and storage/security of the medicines in the drugs cabinet. To ensure that parental consent forms for the prescribed drugs are completed and filed accordingly.
- To be trained for specific medical conditions on how to use and administer specialist equipment such as Epipens and any other relevant issues.
- To provide medical information and resources for staff leading education visits to ensure student card plans are adhered to.
- To liaise with the School Nurse and organise health checks as required by the Local Health Authority.
- To liaise with the School Nurse to ensure pupils receive their immunisations at the correct times, and be responsible for the organisation/supervision of immunisation within school.
- To contact the parents/carers of pupils to report incidents, sickness, accidents and emergencies.



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- To ensure all DfE policies relating to first aid and including “Supporting pupils with medical conditions at school” are regularly monitored and all practices/policies are in place and updated.
- Carry out risk assessments for pupils with broken bones, sprains etc. to ensure control measures are in place. Liaise with the parents/carers to ensure all students needs are met during the time of their impairment.
- To assist in the training of work placement trainees.

As and when required;

- To provide administrative support for the day-to-day requirements of the administration team.
- To provide general clerical and administrative support for example, photocopying, filing, faxing and completing standard forms and returns to the LA and outside agencies, and responding to routing correspondence.
- To maintain and update all administrative, information systems and processes as required, including retrieving and collating information to ensure deliver of a high level administrative service.
- To maintain accurate student information records within the SIMS.net system, including admissions, leavers and student records.
- To assist with the daily distribution of internal and external mail.

Support for the school:

- Be aware of and comply with policies and procedures relating to safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate people.
- Contribute to the school ethos, aims and development/improvement plan.
- Attend relevant meetings as required.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.
- Carry out any other duty deemed by the Principal to be appropriate to this post.

Once in post, the post holder will:

- continue to maintain and demonstrate high standards;
- demonstrate a commitment to develop themselves professionally;
- vocalise the school’s vision and aspirations
- be flexible to adapt to change
- be a role model and act as an ambassador for the school and Trust in and outside of the school by speaking positively about the school in the community, always upholding a ‘Commitment to Excellence’, and by dressing appropriately and smartly in professional attire.



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This job description may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Academy in relation to the post holder's professional responsibilities.



Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
A. Education and training	<ul style="list-style-type: none"> • Good general qualifications at least to GCSE (or equivalent) particularly in English and maths; • Current First Aid qualification or willingness to obtain 	<ul style="list-style-type: none"> • Evidence of Continuous Professional Development
B. Skills and abilities	<ul style="list-style-type: none"> • To have the ability to prioritise and organise own workload • Relate to and work well with others as a member of a team • Good standard of ICT literacy including the use of Microsoft Office 365 and other school software • Establish and develop appropriate relationships with all stakeholders • Communicate effectively, both verbally and in writing, with a variety of audiences • Prioritise workloads in an environment with conflicting demands • Be able to work under pressure and meet deadlines • Take initiative • Work independently 	
C. Knowledge & Experience	<ul style="list-style-type: none"> • Worked in an office environment • Worked successfully and co-operatively as a member of a team. • Experience of maintaining manual and computerised records and/or the management of information systems. • Experience of meeting deadlines to ensure the effective management of resources. 	<ul style="list-style-type: none"> • Experience of working in a school office environment • Experience of using SIMS
D. Personal qualities	<ul style="list-style-type: none"> • Commitment to promoting the ethos and values of the school. • Commitment to acting with integrity, honesty, loyalty and fairness • Deals with difficult situations effectively • Ability to relate well to the full range of stakeholders 	
E. Approach to work	<ul style="list-style-type: none"> • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality • Embraces change well 	



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The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to pre-employment checks including an enhanced DBS disclosure.