

## Job Description

<b>Job title:</b> First Aid Administrator	
<b>Main purpose of job:</b> To provide first aid and administrative support to facilitate the smooth running of Plume Academy for its students.	
<b>Department:</b> Administration Department	<b>Location:</b> Plume Academy
<b>Position reports to:</b> Line Manager Administration	<b>Position is responsible for:</b> No Supervisory Duties
<b>Length of contract:</b> Permanent – Term Time Only (38 Weeks), 37 hours per week 8.00am – 4.00pm Monday to Thursday and 8.00am to 3.30pm on Friday	<b>Salary:</b> Local Government Pay Scale, Band 2 (Point 11-14) Actual starting salary £14,735.

Main duties
<p><b>Main Duties</b></p> <ul style="list-style-type: none"> <li>• To provide first aid to staff and students, record incidents/accidents and maintain the medical register</li> <li>• To administer and update Individual Health Care Plans (IHCPs)</li> <li>• To ensure first aid resources are regularly checked and replenished where necessary; this includes first aid boxes used for trips and visits</li> <li>• To provide back-up/cover for reception duties - answering and relaying messages; meeting &amp; greeting staff, students and visitors</li> <li>• To carry out general office duties to support all stakeholders including parental concerns and queries as appropriate</li> <li>• To assist in the undertaking of administrative work in relation to whole academy and community events as required, including emails and letters to students, parents/carers and other stakeholders</li> <li>• To assist with organising events as required including ticket sales if necessary</li> <li>• To assist with the distribution and sale of uniform items</li> <li>• To assist with the administration of the locker system at busy periods of the year</li> </ul>

**General**

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- Ensure that all duties and services provided are in accordance in the Academy's Equal Opportunities Policy

**The Trustees of Plume Academy remain fully committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.**

**Last updated:** June 2020

**Date of next review:** Annually in line with the PDR process.

**Person specification form**

**Job Title:** First Aid Administrator

**Department:** Administration Department

Factor	Essential?	Desirable?
<b>Qualifications</b>	Qualifications in Maths and English at minimum C grade GCSE or equivalent NVQ Level 2 qualification First aid at work qualification	Further relevant qualifications e.g. additional first aid or medical qualifications
<b>Relevant experience</b>	Experience working with young people aged 11-16	
<b>Aptitude, skills and abilities</b>	<ul style="list-style-type: none"> <li>work effectively as part of a team and contribute to group thinking, planning etc.</li> <li>effective time management</li> <li>to be flexible</li> <li>ability to follow instructions accurately</li> <li>use own initiative and work independently</li> <li>excellent communication skills with adults and children, verbally and in writing</li> <li>creative approach to problem solving</li> <li>work calmly under pressure</li> <li>committed to personal and professional development</li> </ul>	
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>effective use of ICT using Windows, Outlook, Word and Excel packages</li> <li>constantly improve own practice through self-evaluation and sharing good practice</li> <li>awareness of procedures relating to child protection, health, safety and security, confidentiality and data protection</li> </ul>	Prior use of SIMS packages
<b>Disposition</b>	<ul style="list-style-type: none"> <li>good communicator with a cheery disposition</li> </ul>	health and safety qualifications.

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