



# Beauchamps High School

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## Job Description

<b>Job Title:</b>	First Aid Officer
<b>Grade:</b>	LGS Scale 3 (pts 5-6)
<b>Hours:</b>	32.5 hours per week, 38 working weeks per year (Mon- Fri 8:00am – 3.00pm)
<b>Responsible to:</b>	Medical and Attendance Manager and Headteacher
<b>Purpose of the job:</b>	To administer first aid in the Medical Room and in other parts of the school when required

### SPECIFIC DUTIES

#### First Aid:

1. To take charge of the First Aid room, its facilities and equipment.
2. To be the primary contact for emergency call-outs.
3. To replenish stocks of First Aid consumables.
4. To be part of the team called upon to offer advice on and administer first aid.
5. To care for students who report to the First Aid room with sickness or injury until they are either sufficiently recovered to return to lessons or are delivered into the care of a parent/guardian.
6. To call an ambulance in cases of serious illness or injury.
7. To accompany sick or injured students to hospital when no parent/guardian can be contacted for this purpose, in collaboration with the Pastoral and Resources Support Team Manager to ensure cover for first aid is arranged.
8. To ensure that First Aid qualifications for all First Aid qualified staff are-renewed as and when appropriate.
9. To liaise with new intake parents re any special medical requirements.
10. To undertake any specialised training commensurate with students' special medical requirements.
11. To maintain up to date student records with medical requirements and notes as appropriate on SIMS
12. In liaison with the School Nurse Team, to organise, arrange and monitor all vaccination programmes carried out on the school premises
13. Any other duties reasonably required by the line manager/Headteacher which are commensurate with the post.

Any other tasks as directed by the Headteacher or Medical and Attendance Manager which fall under the purview of the post.

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## Person Specification

Attributes	Essential Requirements	Desirable Requirements
<b>Experience/Knowledge</b>	<ul style="list-style-type: none"> <li>Working effectively as part of a team</li> <li>Experience with use of computers</li> </ul>	<ul style="list-style-type: none"> <li>Successful previous experience in secondary schools or with young people</li> </ul>
<b>Education/Qualifications</b>	<ul style="list-style-type: none"> <li>Literate</li> <li>Numerate</li> <li>Good general standard of education - GCSE Grade C or above in English and Maths or willingness to undertake further training.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of SIMS</li> <li>Specialised training such as Diabetes, Defibrillator or similar.</li> <li>First Aid at Work or similar first aid qualification</li> </ul>
<b>Skills/Personal Requirements</b>	<ul style="list-style-type: none"> <li>Knowledge of basic ICT such as Outlook, Word and Excel.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge and understanding of Child Protection and other relevant Policies and Procedures</li> </ul>
<b>Aptitudes</b>	<ul style="list-style-type: none"> <li>Ability to work as part of a team</li> <li>Effective time management</li> <li>Ability to build rapport with adults and children</li> <li>Flexibility</li> <li>Ability to follow instructions accurately</li> <li>Ability to work independently</li> <li>Effective communication both orally and in writing</li> <li>Ability to work calmly under pressure</li> <li>Commitment to personal and professional development</li> </ul>	