

Brentwood Ursuline Convent High School



Job Description First Aider

Job Title	First Aider
Grade	2020 Scale 3 (2019: Band 2 (mid-point)).
Part-time:	13.5 hours per week (8.30 – 3.45 pm). Term Time only (38 working weeks per annum).
Reports to	Business Manager.
Liaison with	Teaching staff, support staff, students, parents, local clinic
Job Purpose	To provide medical assistance to the school. To be responsible for day to day care of students and staff who are unwell or injured.

Main Duties and Responsibilities

- Maintain up to date First Aid at Work Certificate.
- Responsible for day to day care of students and staff who are unwell/injured.
- Daily record on children seen.
- Contacting Parents/doctor/hospital, call ambulance depending on the seriousness of illness/accident.
- To complete and submit accurate accident forms for all appropriate incidents involving students.
- To assist all employees in the completion of accident forms where necessary.
- Administer appropriate drugs in the case of epilepsy.
- Administer Hypo-stop or intra muscular glucose to diabetics if necessary, assist students with blood tests.
- Help organise vaccination programme with the appropriate agencies. Collating and checking returned forms. Reminding students who have not returned them.
- Collecting students and escorting them to the room for vaccinations.
- Assisting the outside agencies with the care of students during vaccinations.
- Liaising with outside agencies about care plans
- Assist in ordering First Aid supplies.
- Assist with checking and restocking First Aid boxes regularly.
- Holding, issuing and return of First Aid Kits, sick bags etc. for trips/outings and sports events.
- Assist in the regular maintenance and updating of information of medical condition of students. Ensure information is circulated to

relevant staff.

- To arrange qualified cover for planned periods of absence.
- Assist in the collation of information and statistics regarding students visiting the Medical Room.
- Assess information gathered and liaise with parents, Year Managers and other agencies, should the need arise.
- Assist in the management of Care plans and epipens.
- Provide access to files for tutors and Year Managers.
- Escorting injured students to A & E where necessary.
- To work closely with the existing Medical Assistant and provide cover for absent colleagues

Health & Safety Providing clerical support to H & S officer as required

General

- To undertake administrative tasks that may be allocated to you on an ad-hoc basis during quiet periods.
- 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 & safety in the workplace.
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

PERSON SPECIFICATION
First Aider

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Medical Experience preferred Current First Aid Qualification preferred Experience of administrative work in a busy office environment Experience of Health & Safety administration and support Educated to NVQ Level 2 or equivalent
	Knowledge of relevant policies and procedures	Working knowledge of Health & Safety policy and procedures Knowledge of general school policies and procedures
	Literacy	Good reading and writing skills
	Numeracy	Ability to count and undertake calculations
	Technology	Ability to use photocopier Ability to use word processor and basic databases
Communication	Written	Ability to complete forms, write letters and reports
	Verbal	Ability to exchange verbal information clearly and sensitively with children and adults
	Languages	Overcome communication barriers with children and adults
	Negotiating	Ability to consult with colleagues
Working with children	Behaviour Management	Understand and implement the school's behaviour management policy
	SEN	Understand and support the differences in children and adults and respond appropriately in relation to the role
	Curriculum	Basic understanding of the learning experience provided by the school
	Child Development	Basic understanding of the way in which children develop
	Health & Well being	Good understanding of the importance of physical and emotional wellbeing Ability to support children who may be unwell
Working with others	Working with partners	Understand the role of others working in and with the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with other adults in the school

		Ability to work on own
	Information	Ability to provide timely and accurate information to parents in relation to the role
Responsibilities	Organisational skills	Good organisational skills Ability to work accurately with attention to detail
	Line Management	N/A
	Time Management	Ability to manage own time effectively
	Creativity	Ability to follow instructions
General	Equalities	Demonstrate a commitment to equality
	Health & Safety	Working knowledge and good understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the role