



Job Title	First Aid Officer
Grade/Salary	Scale 4&5 points 7-12 depending on experience Actual Salary £18,392 - £20,002 per annum Plus Outer Fringe Allowance £521 per annum
Hours	33 hours 30 mins per week. Term Time Only (38 weeks) Monday to Thursday 8.15am to 3.30pm Friday 8.15am to 3.15pm
Date Required	April 2024
Closing Date	Friday 22 nd March 2024 at midday
Interview Date	Immediately on receipt of suitable applications
Reporting To	Admin Manager

Details

We are looking to appoint an individual who has amassed previous experience in the administration of First Aid. The successful candidate will be enthusiastic, reliable and organised with the experience to provide first aid care to our students. The post holder will also be expected to carry out administration duties as required. The successful candidate must be able to demonstrate a firm yet caring approach and have the ability to work well under pressure. First aid experience is essential and previous experience working with young adults would be an advantage.

The successful candidate must be able to demonstrate:

- Past experience in the administration of medication
- The ability to relate to both students and adults
- Excellent interpersonal skills
- Team working skills
- Proven IT skills including Word and Excel
- Proven track record of working within a busy environment

We encourage visits from prospective candidates to meet members of our school community and to experience our school at first hand. If you would like to do this, please contact Naz Choudhury, HR Assistant on 01268 627844 or via email to recruitment@bromfords.essex.sch.uk

Job Purpose

To provide effective, efficient medical services and support to facilitate the wellbeing and welfare within the school

Principal Responsibilities

- To act as first point of contact for all medical emergencies within the school
- To liaise with the school nurse team re care plans, injections and any other medical related matters
- To undertake all administration and any actions relating to injections, medical and school trips
- To complete H&S forms as necessary ensuring that all timelines are adhered to
- To ensure stock levels of non-medicated materials are maintained to meet minimum expectations
- To ensure confidentiality of all medical information
- To administer medication within the school ensuring that all medication is within date





- To contact parents or carers when pupils are too ill to remain in school including the arrangement of escorts home for sick pupils
- To provide staff with adequate first aid supplies for trips including residential
- To maintain a log of students visiting the medical room or requiring attention
- To hold a first aid at work certificate
- To facilitate the return of students to class as soon as possible
- Report any welfare concerns to pastoral teams
- To act as support, when required, to the reception. Admin, reprographics, displays and sixth form teams
- Answer any incoming calls and distribute messages as required

General

- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Participate in training and other learning activities as required
- To respect confidentiality at all times
- 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
- At all times carry out duties with due regard to the school's safeguarding and Health and Safety policies
- To work within and encourage the school's Equal Opportunity policy and contribute to diversity policies

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 postholder may be required by the Headteacher, Admin Team Leader or School Business Manager to carry out appropriate duties within the context of the job, skills and grade.

About the School

Our school is making rapid progress since its inspection in November 2022. A recent review by the Local Authority commented on the 'sea change' noted in students' behaviour and the culture and ethos of the school. Our 2023 outcomes were the best set of Key Stage 4 results achieved by Year 11 students since 2016. Our Year 7 intake continues to be oversubscribed, with a waiting list.

Our school is a strong, caring community underpinned by our three core values of achieve, enrich and prepare. Our school's culture is focused on the principles of high expectations and aspirations for all members of our community; actions and conversations, however difficult, are always underpinned by kindness; that we communicate and share success; that we value each other's views and opinions; decisions are evidence based and student centred.

Our Governing body is committed to safeguarding and promoting the welfare of all children and young people and expects all staff and volunteers to share in this commitment. The successful applicant will be offered a position subject to full pre-employment checks including an enhanced DBS clearance, satisfactory medical checks and 2 satisfactory references.





About the Trust

We are a small Multi Academy Trust based in the South-East of Essex and currently manage four local secondary schools. Each school within our Trust is a place where we believe in the power of education to transform lives.

Our philosophy is centred around the belief that schools can achieve better educational outcomes for students by working together as a collective entity. The Compass Trust is founded on the principles of collaboration, innovation, and inclusivity, with the aim of providing a supportive and nurturing environment that enables schools to flourish and students to succeed.

Additional Benefits

As a valued member of our team, you will be entitled to the following benefits (**Subject to eligibility criteria*)

- Employer Pension Contribution
- Access to the "Cycle to Work" scheme
- Eye test vouchers in partnership with Specsavers
- Access to our Employee Assistance Programme (includes confidential counselling and online discounts)
- Virtual GP Access - including minors 16 and under
- Annual onsite flu vaccination programme
- Free tea and coffee provided daily and cake on Fridays
- Discounted Tastecard subscription
- A Wellbeing week every half term (this includes no afterschool meetings)

How to apply

When applying for this position, please use The Bromfords School application form, which can be found on our school website under Vacancies, or click here - <https://www.bromfords.essex.sch.uk/recruitment-documents/>

Please note, we reserve the right to close this vacancy early, call applicants to interview, and appoint, prior to the closing date

If you have any questions, please do not hesitate to contact Naz Choudhury, HR Assistant by email to recruitment@bromfords.essex.sch.uk

We look forward to hearing from you.





Category	Essential	Desirable
Application	<ul style="list-style-type: none"> A well completed application form Supportive reference/s 	
Qualifications	<ul style="list-style-type: none"> Grade C / Grade 4/5 GCSE English and Maths First Aid at Work (current) or willing to gain First Aid Training (St Johns Ambulance/red Cross or similar); 'Emergency First Aid at Work' or 'First Aid for Work with Children & Young People 	
Experience	<ul style="list-style-type: none"> Experience in nursing or similar role Experience in provision of 'intimate care' for students with additional needs. Experience in preparation and coordination of 'care protocols'. Experience of the recording and reporting procedures for 'Reportable Incidents' (HSE - RIDDOR) 	<ul style="list-style-type: none"> Experience as a school nurse Experience in coordination of vaccination programmes and provision
Professional Development	<ul style="list-style-type: none"> Evidence of Continuing Professional Development. 	<ul style="list-style-type: none"> Additional medical / first aid qualifications relevant to a school setting
Skills	<ul style="list-style-type: none"> Good observation skills – alert, attentive and vigilant; particularly during medical emergencies. Ability to work independently, use initiative and deal with any medical emergency in a calm and efficient manner. Ability to communicate effectively, both orally and in writing, to a wide range of audiences Ability to prioritise, plan and organise effectively 	<ul style="list-style-type: none"> Strong analysis, review and judgement skills in a medical setting
Special Knowledge	<ul style="list-style-type: none"> A clear vision and understanding of the medical needs of secondary students, particularly those with additional needs Understanding of the role of outside agencies, particularly the School Nursing Service. 	<ul style="list-style-type: none"> Use of ICT including; accessing and recording medical records on school database, use of Microsoft Outlook, Word and Excel.

**Personal
Attributes**

- Ability to demonstrate enthusiasm, respect and sensitivity whilst working with all members of the school community
 - Caring and patient attitude towards students, staff and parents
 - A good health, attendance and punctuality record
 - Evidence of being able to build and sustain effective working relationships with students, staff, governors, parents/carers and the wider community
 - Emotional stability, can cope with pressure and use humour to good effect
- Good physical and mental endurance
 - Flexibility and adaptability in order to be able to mix and work with a wide range of people
 - Interests beyond nursing/school

