



JOB DESCRIPTION

Job Title:	School First Aider and Health & Safety Administrator
Responsible to:	Deputy Head (Pastoral)
Grade:	Grade 5 NJC points 13 to 16 (£26,873 - £28,282 per annum pro rata)
Hours:	37 hours per week, term time plus one week
Job Purpose:	To assess the medical and welfare needs of students and administer front-line first aid. Administering approved medication to students and maintaining records and reports, including those for statutory requirements. Ensuring that pupils with ongoing medical needs are supported in school in line with the Individual Health Care Plans.

MAIN DUTIES AND RESPONSIBILITIES:

Medical:

- To assess First Aid problems presented by pupils, taking appropriate action in the event of an emergency and communicating with staff and parents as necessary.
- To attend to minor medical needs of pupils, such as administering plasters, bandages and paracetamol as required and to assess pupils who feel ill. To inform the Pastoral team and the Deputy Head (Pastoral) in the event of more serious medical concerns and make the necessary arrangements for parents to be contacted.
- To accompany pupils, where the need arises, to hospital and remain with them until parents arrive.
- To be responsible for administering prescribed drugs which are necessary to be taken by pupils during the school day, ensuring that parental consent is obtained and recorded.
- To be responsible for the safe-keeping and cataloguing of prescribed drugs in a locked medical cupboard.
- To liaise with primary schools in order to assess pupil's potential medical needs prior to their transition to Keswick School.
- To advise on general health matters as presented by pupils and communicate with parents and staff as appropriate. Keeping up to date records of students, requiring first aid on a day to day basis.
- To network with external health agencies on a regular basis.
- To liaise with a range of health agencies with a view to seeking advice and support on behalf of students with specific health issues, under the direction of the Deputy Head (Pastoral).
- To co-ordinate, administer and maintain Individual Health Care Plans for pupils with specific medical needs in conjunction with parents and any other relevant health care professions.
- To meet with pupils returning to school after an injury which impacts mobility, hearing or sight and produce Personal Emergency Evacuation Plans (PEEPs) in collaboration with the student.
- To make arrangements for vaccination sessions held by the Local Authority for the relevant age group of pupils, undertaking the necessary communications with parents and staff and ensuring appropriate records are completed and retained.

- To enter all student medical information into SIMS, maintaining accurate records in accordance with new and changing medical needs and inform staff of relevant information, including for all school trips.
- To liaise with the Pastoral team and Heads of Year regarding confidential medical matters.
- To carry out half-termly stock audits of all First Aid boxes and First Aid kits throughout the school and ensure they are replenished. Ensure all emergency First Aid medical equipment is in good working order e.g. defibrillators are fully charged.
- To be responsible for maintaining stocks and ordering medical supplies and equipment in order to ensure adequate emergency medical resources exist within the school.
- Holding after school drop in sessions for boarding students one day per week.

Health & Safety administration:

- Administration of accident forms, referrals and general queries.
- Keeping up to date accident records for students and staff, including details of injuries, reporting more serious incidents to Kym Allan Health & Safety Consultants through their online portal.
- Report any RIDDOR reportable accidents without delay.
- Review accident records for patterns and produce half termly report to the Director of Finance and Operations.
- Processing of accident and near miss forms, updating spreadsheets and taking follow up action as required
- Issuing Display Screen Equipment self-assessments to relevant staff.
- Help promote a positive culture of Health & Safety in the workplace.
- Perform any other duties that may be required from time to time, appropriate to the grading of the post.

Responsibilities:

- Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To be responsible for own continuing self-development, undertaking training in appropriate medical, pastoral or health and safety areas and participating in annual appraisals.
- Be aware of and support differences and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

This role requires a degree of flexibility as meetings with parents and carers may be outside the normal school day on occasion.

This Job Description is not exhaustive and other duties and responsibilities of a similar level and nature may be required from time to time.

The post holder is expected to maintain a highly visible and professional profile within the school, abiding by all policies and procedures and will be expected to embrace the ethos and values of Keswick School MAT.

Health & Safety:

The health & Safety at Work Act 1974 and amendments state it is the responsibility of all employees to comply with Health and Safety Law. The post holder will be required to attend all statutory Health & Safety training as directed.

Location:

The post holder may be required to work at other locations from time to time. Reasonable notice of any such changes will be provided.

Confidentiality:

Staff and Pupil information is confidential. It is a condition of employment that any employees will not use or disclose any confidential information obtained during the course of their duties to any person or body other than as directed by their Line Manager.

This post requires an enhanced DBS check.



Head teacher: S. Jackson, M.A. (Oxon), M.Ed., FRSA
Keswick School Multi Academy Trust
a company limited by guarantee
Registered in England: Company Number: 07664297
Registered Office: Vicarage Hill, Keswick, Cumbria, CA12 5QB
Tel. 017687 72605
Email: admin@keswick.cumbria.sch.uk
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PERSON SPECIFICATION

POST TITLE: School First Aider and Health & Safety Administrator

Attribute/Criteria	Essential	Desirable
Education/Qualifications/ Training	<p><i>This will include</i></p> <ul style="list-style-type: none"> A good general level of education to at least GCSE or equivalent in English and Maths 	<p><i>This may include</i></p> <ul style="list-style-type: none"> Attainment of any other health-related qualifications particularly any involving child mental health and physical health issues Up to date recognised First Aid at Work or Paediatric First Aid certificate Attainment of any other Health & Safety related qualification
Knowledge & Experience	<p><i>This will include</i></p> <ul style="list-style-type: none"> Experience of First Aid Working with children and young people of secondary age Very good ICT skills 	<p><i>This may include</i></p> <ul style="list-style-type: none"> Experience of First Aid in a school environment Understanding or previous experience of Health & Safety related subjects
Skills & Abilities	<p><i>This will include</i></p> <ul style="list-style-type: none"> Excellent communication and organisational skills Excellent listening skills Ability to prioritise tasks, act on own initiative and meet deadlines Attention to detail Good numeracy and literacy skills Ability to operate within agreed legal, ethical and professional boundaries when working with children and young people 	<p><i>This may include</i></p> <ul style="list-style-type: none"> Defibrillator training Use of CPOMS, SIMS or Class Charts Ability to understand the importance of processing information in a prompt, efficient manner and in accordance with legislation and policy

Personal Qualities	<p><i>This will include</i></p> <ul style="list-style-type: none"> • Ability to build and form good relationships with students, staff, parents and others • Ability to remain calm in all situations • Be approachable as an individual • Have a high level of patience and be able to demonstrate understanding • To be very flexible, adaptable and remain calm in stressful situations • Confident, self-motivated and reliable 	<p><i>This may include</i></p> <ul style="list-style-type: none"> • Ability to liaise effectively with a range of health professionals • Evidence of working within a team • Evidence of showing initiative
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The Selection Process

Criteria

Essential criteria as identified by the person specification must be met in full. This includes qualifications, experience and any other requirements need to perform the role in relation to working with children and young people.

To be successful, you will need to demonstrate during the recruitment process that you have these criteria.

Assessment of suitability to work with children

During the selection process your suitability to work with children and young people will be tested. This will be by means of specific questioning based on the essential and desirable criteria identified in the person specification as well as specific safeguarding questioning at interview.

Anomalies

Upon shortlisting any discrepancies or anomalies in the information provided or issues arising from references will be discussed at interview.

This may include unexplained gaps in employment history.

Verification

Keswick School MAT will contact current and previous employers if you are shortlisted as part of the pre-appointment check.

Safeguarding

Keswick School MAT is committed to safeguarding and promoting the welfare of all children and young people. There is an explicit expectation that all employees share this commitment and adhere to all safeguarding policies and procedures.

Sources of assessment

- Application form
- Performance at interview
- Verification of qualification.
- Original documents are required to be presented at interview when they are identified as essential criteria.



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Equal Opportunities

It is the intention of Keswick School MAT that no member of its community will suffer unfair discrimination on the basis of their sex, age, racial origin, physical ability, educational need, sexual orientation, political persuasion or religious creed. Whether they are married or in a civil partnership, pregnant or on maternity leave or propose to, have started or have completed a process to change their gender.

Curriculum

All aspects of the curriculum will be developed in ways that avoid the exclusion of particular groups or individuals for other than sound education reasons.

Behaviour

We expect behaviour to always be impeccable.
Intimidating or insulting language will not be tolerated.

Staffing

In recruiting staff, Keswick School MAT will ensure that its practices do not discriminate against candidates or potential candidates in ways that are unconnected with their ability to perform the duties of the post.

Since young people see staff as role models every effort will be made to ensure that equality of opportunity is seen to operate at all levels in all areas of staffing.



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