



Job Description – First Aid and Administration Support

NAME OF POSTHOLDER:

POST: First Aid and Administration Support

GRADE: **GO2**

ACCOUNTABLE TO: Business Manager

JOB PURPOSE:

- To provide first aid for students and staff as and when required;
- To support the school's administration processes and procedures;
- To be responsible for maintaining and updating the SIMS pupil databases with first aid medical notes;
- To be responsible for the accurate recording of medical notes and keeping up to date records of care plans and administration of medicines parental consent forms - including listings of students with specific medical needs/ailments (in conjunction with the School Nurse/Medical professionals) ;
- Under the instruction/guidance of senior staff, be responsible for undertaking administrative, organisational tasks within the school – to include finance administration (supporting tasks such as ordering/payment systems/recording of data) and general administration tasks such as photocopying, archiving, filing;
- Assist with the planning and development of school support services;

DUTIES AND RESPONSIBILITIES – JOB SPECIFIC

1. Organisation

- To organise, administer and record with accuracy student medical incidence details;
- To support with data entry to ensure that the SIMS computerised pupil information system is updated accurately;
- To support with reporting medical statistical information and related information to parents and senior staff;
- To support with data entry in ensuring that medicals are up-to-date and accurately recorded;
- Redirecting phone calls from visitors to the appropriate staff member;
- Establishing pupil/staff locations in the school to convey messages;
- To be aware of Parental Responsibility checks as appropriate;

2. Administration

- Contacting parents to report injuries/sickness (based on Deputy Headteacher/Headteacher permission) and maintain appropriate records;
- Manage and utilise manual and computerised record/information systems;
- Analyse and evaluate data/information and produce reports/information as required;
- Assist with signing students in/out of school;
- Support with typing, word processing and data entry tasks using ICT;
- Prioritising workloads to meet with deadlines and the demands of the role;

3. Communication

- To effectively convey messages/contacts with timeliness and efficiency to the appropriate personnel;
- Understand, respect and practice the complex confidentiality protocols and procedures that form part of the role including data protection requirements.
- To have an awareness of school security with regard to parents/visitors at reception sometimes in sensitive situations;
- To have an understanding of child protection issues and deal with communications and situations appropriately with sensitivity (with guidance from the school Safeguarding Officer);
- To develop good working practices and relationships with parents, staff and other professional partners.

4. First Aid

- To apply First Aid to students/staff as necessary taking appropriate action in a calm, professional and effective manner;
- To deal professionally and sensitively with pupil/parent matters in relation to First Aid;
- To have awareness of Child Protection issues in relation to First Aid/Signing students in and out/telephone conduct;
- To have a sound knowledge of the First Aid Policy regarding procedures for medication.

5. General

- To understand the role of teamwork in providing a quality service;
- Excellent communication skills both written and verbal;

- Ability to deal effectively and sensitively with telephone calls;
- Ability to work flexibly;
- To understand the need for accuracy with regard to record keeping/taking messages both manual and computerised;
- To complete administration tasks as directed by the Business Manager and the school's Senior Staff.

DUTIES AND RESPONSIBILITIES – SCHOOL OBJECTIVES

- Comply and assist with the implementation of policies and to be aware of procedures relating to safeguarding young people, confidentiality and data protection, reporting concerns to an appropriate person;
- Contribute to the overall ethos/aims of the school;
- Establish constructive relationships and communicate effectively both internally and externally to support all school objectives;
- To be responsible for maintaining good working relationships with all school staff, teaching and non-teaching;
- To comply with all the school's practices, policies and procedures;
- To share a common responsibility for Health and Safety within the school as a whole, by recording in maintenance records any potential Health and Safety hazards discovered;
- To work effectively as part of a team and carry out such other duties as may be designated by the line manager that commensurate with the grade and responsibility of the post.

KNOWLEDGE/SKILLS

- Can use ICT effectively in terms of record keeping and reporting;
- Motivation, enthusiasm and the ability to work under pressure in a multi-skilled role;
- Ability to relate well to children and adults;
- An excellent communicator;
- Work constructively as part of a team;
- Maintain First Aid training and knowledge;
- Ability to communicate through the medium of Welsh desirable.

DATE ISSUED (first issued): 7 May 2021

DATE LAST REVIEWED: 7 May 2021

Signature of Postholderdate.....

Signature of Business Managerdate.....

Signature of Deputy Headteacher.....date.....

Signature of Headteacher.....date.....