



## DRAFT JOB DESCRIPTION

JOB TITLE:	School First Aider/Administration Assistant
GRADE/ ROLE PROFILE REF:	Grade C – Role Profile Ref 1429
WORKING WEEKS/ HOURS:	35 hours per week
TIMES WORKED:	8.30am (Flexible Start) – 4.00pm Monday to Friday
BASE:	First Aid Room

### ORGANISATIONAL ARRANGEMENTS:

**Job holder:** School First Aider/Administration Assistant

**Reports to:** Senior Office Administrator

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### GENERAL STATEMENT

To represent Deer Park School in a positive manner and to treat all visitors with respect, courtesy, and consideration, to ensure that every effort is made to satisfy reasonable requirements and assist in the maintenance of an attractive welcoming campus.

To carry out duties correctly and promptly in a good working atmosphere and to assist in the creation of a safer environment by adhering to Health and Safety Regulations and agreed Codes of Practice for Deer Park employees. Attendance at training courses may be required as part of professional updating.

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### RESPONSIBILITIES/ACCOUNTABILITIES:

- Care of sick and injured students, staff and visitors.
- Administering simple medication and prescribed medicines following receipt of adequate written permission from parents or guardians in accordance with school medical policy.
- To provide transport if necessary of sick or injured students to hospital; and notifying parents or guardians of any such action.
- To ensure adequate medical cover whilst absent from premises.
- To help students with personal hygiene.
- Maintaining First Aid boxes around the school and minibuses.
- Providing First Aid packs and simple medications for off-site activities on request from staff members concerned.
- To ensure relevant Accident Forms are appropriately prepared for the Headteacher's signature and maintain accident records.
- Updating of students' emergency medical forms.
- To be fully conversant with SIMS and Meditracker. In-house training available.
- To maintain a computer database of students' medical information and complete care plans as required.

- To word process letters, file and general duties, as required by the administration team including inputting, signing in late and messages on SIMS and Meditracker.
- Checking, photocopying and secure filing of SIMS Student Forms.
- To print Registers after am registration for fire drill purposes.
- Liaise with Hampshire County Councils School Nurse and Diabetic Nurse as required.
- Arrangements for medicals to take place in the medical room, and ensuring the satisfactory conduct of students if required.
- Liaising with the appropriate HOY and Community Health when there is a concern that a medical problem may affect a student in school. Notifying immediately the Headteacher of potential child abuse.
- Maintaining and ordering of First Aid equipment and supplies.
- Keep a log of all medicines and keep secure in a locked cupboard or safe.
- Issue Free Schools Meals forms and process applications, returns etc.
- To be responsible for all aspects of your workplace(s), its contents, surrounding areas, including Health & Safety and reporting defects.
- Provide back-up support for staff absence.
- Maintain the school lost property store.
- Such other duties may be reasonably allocated or directed within the purview of the post.

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## NOTES

- The School and site is open between the hours of 6.00 am and 10.30 pm and Support Staff may be asked to carry out their duties during these hours in order to meet the operational needs of the school. Those staff who may be asked to work outside these times will have a note to that effect in their job description.
- Hours of work/designated lunch times may be subject to change for operational reasons.
- All applications for leave of absence, claims for additional hours, changes to published hours of working, etc. should be agreed and processed via the HR Manager and Headteacher to enable records to be kept.
- If, at the time of interview for a post, an applicant has already booked a holiday (or other event), then that will be honoured up to six months after the starting date.
- No other holidays will be granted during term time without a very exceptional reason. Notice must be given in writing at least 6 working weeks in advance.
- In exceptional cases where time off is granted it will either be as
  - (a) unpaid leave, or
  - (b) time made up in lieu (by negotiation).
- There are other occasions when the Headteacher may grant leave (unpaid or time made up in lieu)
  - (a) Overtime has been worked by agreement with the Headteacher.
  - (b) To attend a special event e.g. graduation.

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## FLEXIBILITY STATEMENT

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

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## PERFORMANCE REVIEW (IPP)

All support staff undertake an annual Individual Performance Planning cycle (IPP) in line with school policy and practice. This postholder's IPP would be line managed and undertaken by the Deputy Headteacher.

Date Prepared: 05/01/2024

Prepared By: HR

Date Reviewed:

Reviewed By: