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Please return one signed copy to Judith Woods, HR Manager, and retain the other copy for your records.

Signed

Name

(in capitals)

Date

Post Title: Temporary Senior First Aider

Grade: Bucks Pay Range 2 Point 11 pro-rata (actual salary £21,072 pa; £24,879 pa full-time equivalent)

Hours: 37 hours per week over 5 days (8.30am - 4.30pm [4.00pm on Friday] including 30 minute unpaid break), 39 weeks per year (38 weeks term-time plus 5 Inset training days)

Responsible to: School Business Manager

Job Purpose: To administer care to sick or injured students, taking responsibility for the administration of medicines and act as the first point of call in responding to incidents or injuries.

To work as a member of the school's support staff in accordance with the following:

- 1) To administer first aid care to sick or injured students during the school day and after-school activities in the first instance and contacting parents/carers, ensuring that all the School's procedures are fully complied with.
- 2) To be responsible for the administration of medicines within the School, maintaining confidential records and keeping medicines in accordance with the Department for Education and Department of Health guidelines.

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Headteacher Mr S Jones, MA

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- 3) To maintain the medical cupboard and first aid kits/medical facilities throughout the school and ordering supplies as required.
- 4) To work with the SEND Department in maintaining medical information in the Confidential Handbook distributed annually to staff.
- 5) Organise required student check-ups/immunisations by visiting health professionals.
- 6) Organise staff first aid training as required, maintaining lists of first aiders in the school.
- 7) Work in conjunction with the School's Pastoral Team (Form Tutors, Heads of Year, Safeguarding and TEAM Hub) in supporting students.
- 8) Act as the point of contact within the School for the School Nurse/Doctor and Child Health.
- 9) Monitor blood glucose levels for students with diabetes and assist them in corrective action as required.
- 10) Be a point of contact for parents of students with Medical Care Plans, ensuring that when in place they are adhered to and reviewed as required.

PERSON SPECIFICATION

This acts as selection criteria and gives an outline of the type of person and the characteristics required to carry out the post. Please make sure when completing your application form that you give specific examples to demonstrate how you match the requirements of the post.

1 = Application form 2 = Interview 3 = Test and/or Reference 4 = Proof of qualification

	Essential	Desirable	How Measured
TRAINING/QUALIFICATIONS:			
First Aid at Work Certificate	✓		1, 3, 4
Nursing training		✓	1, 3, 4
Counselling training		✓	1, 3, 4
Good standard of education, including grade A* - C at GCSE or equivalent in English and Maths	✓		1, 3, 4
Computer literate	✓		1, 3
SKILLS AND COMPETENCIES:			
Confident working in a school setting with young people	✓		1, 2, 3
Ability to recognise the need for and maintain a high degree of confidentiality	✓		1, 2, 3
Good working knowledge of Administration of Medicines within schools guidelines		✓	1, 2, 3
Understanding of the Data Protection Act and other school policies including Child Protection and Confidentiality		✓	1, 2, 3
High standard of written and spoken English	✓		1, 2, 3
Caring and professional attitude to young people	✓		1, 2, 3

	Essential	Desirable	How Measured
Ability to maintain calm in difficult and emergency situations	✓		1, 2, 3
Ability to communicate with a variety of people in a friendly and professional manner	✓		1, 2, 3
EXPERIENCE:			
Working with secondary school age young people and their parents/carers	✓		1, 2, 3
Working in a school or similar health environment (hospital, surgery)		✓	1, 2, 3

The Governing Board of The Cottesloe School is committed to safeguarding and promoting the welfare of the students. All employees are expected to share this commitment, to follow the school's safeguarding policies and procedures and to behave appropriately towards children at all times whilst undertaking school activities and in their personal lives.

The school's policy is to renew DBS checks for all staff, volunteers and governors every five years. Staff have a duty to inform the Headteacher of any change in their DBS status and to make the Headteacher aware of any incidents that may impact on their ability to work with children and young people.

The postholder will ensure that school policies are reflected in all aspects of their work, in particular those relating to safeguarding children, equal opportunities, health and safety, data protection, code of conduct and professional behaviour.

The postholder will be required to undergo criminal, teacher status, qualification, medical and reference checks as part of the recruitment process and must be willing to participate in further training as the job requires. All staff are expected to take responsibility for safeguarding and promoting the welfare of students at the School.

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable a suitably qualified applicant with a disability (as defined under the Act) to meet the requirements of the post.

This job description and person specification sets out the duties of the post at the time it was drawn up. The duties of this post may vary from time to time, as required by the Headteacher, without changing the general character of the role or the level of responsibility.