



ST PETER'S SCHOOL JOB DESCRIPTION

This academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

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|-------------------------|---|
| Post Title | Admin assistant with First Aid Responsibilities |
| Purpose of Role: | <ul style="list-style-type: none">• Foster, encourage and expect others to foster, the school's ethos (Learn Aspire Exceed) in all our stakeholders at all times.• Responsible for the medical welfare of students |
| Hours Worked | 37 hours per week, term time plus one week |
| Salary/Grade | Scale 3 point 5-6 |
| Responsible to: | Office Manager |

Safeguarding

Responsible for the safeguarding of students who are under their immediate care, following relevant school policies, reporting concerns promptly (including Health and Safety).

General Responsibilities

- The welfare of those taken ill or injured at school, being the first point of contact for medical emergencies
- The welfare of pupils with specific medical conditions, involving day-to-day health planning and/or administering medication where appropriate
- Recording and reporting accidents and illness in accordance with regulatory guidelines and school policies (including confidentiality, data protection and safeguarding)
- Liaising with parents
- Liaising with Student Support Managers and Attendance officer to identify medical needs of students
- Liaising with HR Manager regarding specific medical needs of staff
- Liaising with emergency services as required
- Liaising with support services - e.g. special educational needs co-ordinators (SENCOs)
- The administration of the medical room and first aid equipment, and maintaining supplies
- Reviewing first aid needs and policies
- Monitoring and co-ordinating staff first aid training and associated records
- Ensuring medical bags and medical packs around the school are always replenished and in date.
- Ensuring medical packs are ready and available for trips that are taking place
- Administrative office tasks as directed by the Office Manager

In addition to the responsibilities described above, to carry out any other duties of a similar nature at the reasonable request of the Head Teacher.

This Job Description will be subject to regular review and any changes will be made in consultation with the post holder. The aim will always be to reach agreement on any changes but, if agreement is not possible, the Governing Body reserves the right to make the changes following consultation.

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Last Review Date: August 2020

Next Review Date: May 2021

Line Manager's name & signature: _____

Date: _____

Post holder's signature: _____

Date: _____