Job Description for First Aider

Job Title: First Aider

Reporting to: School Business Manager

Role Purpose:

To support the Academy in the implementation of their aims and objectives. Under the general supervision of the School Business Manager, the post holder is responsible for first aid provision and reporting at Robert Blake Academy.

Role Tasks:

- To act as main First Aider and Appointed Person.
- To administer appropriate First Aid to students, staff, contractors and visitors to the school who are injured or unwell.
- To maintain detailed accurate records. Reporting to the School Business Manager, H&S, Pastoral Staff, ESW, Attendance Officer and other professionals as necessary.
- Highlighting concerns and ensuring that students are safeguarded.
- To advise parents or other authorised contacts in the event of a student being unwell or injured.
- To administer essential prescribed medication to students when required. To support students with specific medical conditions and advise staff.
- To ensure all First Aiders are kept up to date with current practice. Organising training and requalification courses as required. Organising in house training courses in conjunction with the NHS team.
- To maintain first aid boxes throughout the Academy in line with H& S standards. Ordering new stock as necessary.
- Accident reporting.
- Management of EpiPens.

OTHER DUTIES

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of a post. In cases, however where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

Person Specification for First Aider

Essential Criteria	Desirable Criteria	Evidence
Qualifications: • GCSE English & Maths	• Current First Aid Qualification	• Application Form • Interview • References • Proof of Qualifications
Experience: • Previous experience of administering first aid	• Previous experience of working in a school • Previous experience of working with teenagers	• Application form • Interview • References
Skills and ability: • Good IT skills in Microsoft Word / Excel, and email • Ability to maintain thorough and accurate records • Ability to prioritise work and multi-task	• Knowledge of Arbor	• Interview • Application Form • References
Disposition/Attitude: • Good interpersonal skills and an ability to communicate effectively with students, staff and parents • Good organisation and time-management skills • Ability to work professionally and with confidentiality where required • Strong role model to students • Team player • High expectations of students • Flexibily • Proactive and committed • Good decision making skills • Attention to detail • Patient and calm manner		• Interview • References
Commitment and other requirements: • Satisfactory Enhanced Disclosure with the Disclosure & Barring Service (DBS) • Excellent attendance record.		• Application form • Interview • References