

Job Description and Person Specification	
<b>Job Title</b>	First Aider
<b>Department</b>	Taverham High School
<b>GR Number</b>	9048
<b>Grade</b>	Scale D
<b>Responsible to</b>	Responsible to the First Aid Coordinator
<b>Effective Date</b>	

Role and Context	
<b>Job Purpose</b>	To provide first aid cover across the school as the first point of contact for students who are injured or unwell. To ensure that there are sufficient first aid resources and to provide clerical support for the First Aid Coordinator.
<b>Context</b>	Job family: Administration

Principal Accountabilities (in order of importance)
<ol style="list-style-type: none"> <li>1. To provide first aid cover across the school as the first point of contact for students who are unwell or injured. Liaise with parents, carers and staff, where necessary.</li> <li>2. To ensure student medical records and notice boards are kept up to date.</li> <li>3. To ensure individual student have the correct medical supplies in school and that these are stored safely.</li> <li>4. To maintain first aid supplies across all areas of the school and to organise packs for Educational Visits. To raise orders when first aid supplies need to be replenished.</li> <li>5. To assist with the administration and maintenance of Individual Health Care Plans for pupils with specific medical needs in conjunction with parents and any other relevant health care professionals.</li> <li>6. To assist in the organisation and delivery of immunisations and medical examinations, as required, in conjunction with the school's health service.</li> <li>7. Maintain and update the school's database, as appropriate.</li> <li>8. To undertake general clerical duties with basic word processing and other IT based tasks, as may be required to meet the needs of the school.</li> <li>9. To undertake any other duties that are within the scope of the post, as determined by the School Business Manager.</li> </ol>

Person Specification		
	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>NVQ Level 2</li> <li>Good numeracy/literacy skills.</li> <li>3 Day First Aid Qualification or be willing to undertake this qualification.</li> </ul>	<ul style="list-style-type: none"> <li>Working in a school environment</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Basic First Aid</li> <li>General clerical or administrative work.</li> </ul>	<ul style="list-style-type: none"> <li>First aid in school</li> </ul>
Skills / Knowledge	<ul style="list-style-type: none"> <li>Ability to relate well to children and adults.</li> <li>Keyboard/computer skills.</li> <li>Participate in development and training opportunities.</li> <li>Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.</li> </ul>	

#### General Information

- The job description details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes of the job
- All work performed/duties undertaken must be carried out in accordance with relevant County Council, department and school's policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.
- Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.

Signed \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_