



ST WILFRID'S RC COLLEGE

JOB DESCRIPTION

POST TITLE: First Aid Support Assistant Term Time Only

GRADE: Band 4

RESPONSIBLE TO: Assistant Headteacher

RESPONSIBLE FOR: N/A

Overall Objectives of the Post:

To work under the instruction/guidance of the SLT to provide a high quality service of first aid and care to all students and staff. Additionally, to ensure the safety and welfare of pupils during break and lunch periods.

Key Tasks of the Post:

1. You will provide first aid support to students and staff. You will:

- Be the primary first aider to assist students and staff who are unwell, assessing their needs and making appropriate arrangements.
- Administer medication to students
- Supervise students
- Provide support to students who become poorly during exam periods.
- Liaise with pastoral team where required
- Contact parents/carers where required and arrange for unwell children to go home, completing the necessary paperwork
- Establish constructive relationships with students and interact with them according to individual needs
- Follow all medical arrangements
- Maintain stock of all first aid kits

- Keep school policies and associated paperwork up to date including the school management information system within appropriate medical details, complying to the general data protection regulations.
 - Provide clerical/admin. support e.g. photocopying, typing, filing etc where required.
2. You will ensure the safety and welfare of students. You will:
- Supervise break and lunch periods.
 - Create and maintain a purposeful, orderly and supportive environment, in accordance with school, reinforcing school expectations where necessary.
 - Ensure students take responsibility for properly clearing the dining tables and adjacent floor area
 - Ensure students que in an appropriate manner for lunches.
3. You will ensure you keep up to date with First Aid qualification. You will:
- Attend first aid refresher courses, where appropriate
 - Attend CPD linked to the role
 - Work closely with the Site Manager relating to health and safety issues
 - Work closely with other first aid colleagues within school

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: EHN

Date: 04/07/18