

JOB DESCRIPTION

POST TITLE:	First Aider & Administrative Assistant
LOCATION/BASED:	Great Park Academy
GRADE:	N4
RESPONSIBLE TO:	Office Manager
CORE PURPOSE:	To act as first point of contact for all first aid issues and provide administrative support to the academy.

MAIN DUTIES & KEY RESPONSIBILITIES

Main Duties: The following is typical of the duties the post holder will be expected to carry out. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time. Whilst the Office Manager maintains day to day operation oversight of the role, the Assistant Head of School maintains responsibility for the first aid provision.

1. Provide general care and welfare by responding appropriately to the social, emotional and physical needs of the school community including attending to those who are sick or injured during the school day and where relevant until they are able to go home.
2. Contact parents/carers to share information about their child regarding illness/feeling unwell in school.
3. Manage accidents and emerging situations where students require paramedic/ hospital attention and act in loco parentis for such accidents and emergencies to include accompanying students to hospital, should that be necessary or until such time that a parent/carer can be contacted.
4. Complete school record sheets for all students attending the Medical Room and complete Accident Forms using My Compliance as appropriate.
5. Liaise with parents, staff and external agencies to meet the requirements of students and the school.
6. Maintain accurate medical related records for all students, where medical conditions or allergies are present.
7. Administer medication to students in accordance with the school's policy and procedures and monitor the use by dates on students' medications.

8. Work closely with the pastoral team to compose and update healthcare plans for students with allergies and medical conditions/needs.
9. Work closely with and share sensitive information daily with the pastoral team to support students and monitor/track student's frequency of visits and identify any emerging patterns and/or concerns.
10. Responsible for whole school departmental first aid provisions and replenishment, keep accurate records of such information.
11. Ensure that first aid equipment is operated, cleaned and maintained in accordance with manufacturer's instructions, ensuring that faults are rectified, recorded or reported promptly.
12. Co-ordinate the provision of first aid training for staff, including but not limited to anaphylaxis response training.
13. Maintain records, organize meetings and events in the school as directed. Maintain office systems, diaries and provide information/letters to parents and students.
14. Supply all school trips with medication requirements for students attending and ensure those with allergies are highlighted. Where required supply first aid kits for all school trips.
15. Provide general clerical support ensuring that confidential files and records are kept up to date (including attendance, student files, contract details) and to undertake general duties such as photocopying, sorting and delivering post, etc.
16. Responding to enquiries in person, verbally and in writing, arising from a variety of sources and decide on subsequent action.
17. Administration relating to school meals including communication with students, parents and the finance department and the production of associated reports.
18. Ensure that office machinery, stationery and other office consumables (including basic maintenance of equipment) are ordered in accordance with purchasing procedures. To arrange servicing and repair of school equipment.
19. Collect, record, compile and present data both manually and electronically, in order to maintain a comprehensive, up to date paper and electronic filing and information system, using standard reports, various software and respond to ad hoc queries, where appropriate.
20. Collate student's reports as required.
21. Collecting, accounting for, reconciling and security of petty cash, dinner money, school fund and/or other amounts of cash/expenditure, cheques etc in accordance with Financial Regulations.
22. Liaise with staff, parents and external bodies to meet the requirements of the school, including the provision of reception services, arranging events, work experience placements, eye tests etc.

23. Provided general reception duties, including but not limited to, answering calls, greeting visitors and adhering to trust policies and procedures regarding visitors.

GENERAL RESPONSIBILITIES

1. To promote and safeguard the welfare of children and young people you come into contact with.
2. Demonstrate the vision and values of the Trust in everyday work and practice.
3. Maintain a positive view of change and be prepared to adapt the role as the Trust grows, matures and evolves.
4. To develop and maintain effective relationships with staff, students, parents, Trustees, local Governors, local businesses, and stakeholders.
5. Attend out of hours events as reasonably required.
6. Take responsibility for your own continuing professional development.
7. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
8. Carry out duties in line with the Trust's Policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.

OTHER

The above duties are not exhaustive and you may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to you by the Trust.

It's important that this document is kept up to date, so that everyone knows exactly what is expected of them and misunderstandings are avoided. This job description will be kept under review and may be amended via consultation with the individual and Trust as required.

PERSON SPECIFICATION

POST TITLE: First Aider & Administrative Assistant

SKILLS, KNOWLEDGE AND APTITUDES	ESSENTIAL	DESIRABLE
Excellent interpersonal and communication skills.	✓	
Excellent ICT and keyboard skills including the use of Microsoft applications (especially Word and Excel)	✓	
Ability to work to deadlines, prioritize and deal with a varying workload	✓	
Able to work on own initiative and as part of a team	✓	
Able to work with without supervision.	✓	
Good working knowledge of SIMS		✓
QUALIFICATIONS AND TRAINING	ESSENTIAL	DESIRABLE
Good general education	✓	
Excellent telephone manner	✓	
First class customer care skills	✓	
EXPERIENCE	ESSENTIAL	DESIRABLE
Experience of first aid/clerical/administration work	✓	
Experience of delivering first aid to children and/or adults	✓	
Experience of dealing with customers/clients both fact to face and over the phone	✓	
Ability to prioritize workload	✓	
Experience in an educational environment.		✓
PERSONAL QUALITIES	ESSENTIAL	DESIRABLE
Ability to deal confidently with a wide range of clients	✓	
Ability to cope under pressure in a controlled, effective, efficient and friendly manner	✓	
Ability to relate well to colleagues, staff and students	✓	
Team player with initiative	✓	
Ability to form and maintain appropriate relationships and personal boundaries with students	✓	
No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post.	✓	
Honest, demonstrates integrity, confidence and self-motivation	✓	
Creative and innovative thinker	✓	
Passionate belief in the trust's vision and values	✓	
Commitment to support Gosforth Group's agenda for safeguarding and equality and diversity	✓	
Sympathetic to and supportive of the Multi-Academy Trust model and ethos of the Gosforth Group	✓	
A commitment to child protection and safeguarding.	✓	
Ability to demonstrate a conscientious and flexible approach		✓

Interest in and commitment to the whole school as a community		✓
SPECIAL REQUIREMENTS	ESSENTIAL	DESIRABLE
Willing and able to travel to academies across the Trust and to flex working hours to attend and support meetings and events that are appropriate to the role.	✓	
Willingness to undertake further training (if necessary)	✓	
Satisfactory Enhanced DBS clearance with a Childrens Barred List check.	✓	
Medical clearance.	✓	
Minimum of 2 references which are satisfactory to the Trust.	✓	
Evidence of qualification certificates.	✓	
Evidence of Right to work in the UK.	✓	
Full UK driving license and access to a car during working hours.		✓

The Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. The Trust is committed to safeguarding and promoting the welfare of children and young people and it expects staff and volunteers to share this commitment.