



Job Description

Job Title	Lead First Aider	
Name		
Grade	Grade 3	Salary
		Point 3-4

Reports To Development Review Responsible For	Mrs V Poole, Business Manager
	None

To be responsible for the day to day First Aid Treatment of students and school personnel and to deliver an element of administrative duties.

Main Activities

LEAD FIRST AIDER

- Responsibility for day to day First Aid Treatment of students/school personnel and maintaining accurate records.
- Contacting parents when students need to go home. Appropriate staff to be informed and record on Arbor.
- Co-ordination of accident reports for students and staff.
- Liaison with appropriate staff in order to maintain student medical records.
- Holding and dispensing medication for individual students.
- Responsibility for the good order of medical rooms.
- Maintain notice boards with Health Information in liaison with Area Health and other external agents.
- Maintain all First Aid boxes and order supplies.
- Provide appropriate First Aid supplies for all school trips.
- In respect of First Aid ensure appropriate Health and Safety requirements are met.
- To provide support to the Global programme within school including working with groups of students as appropriate.
- To provide support and guidance to appointed First Aiders within school.
- Co-ordinate lost property within school.

REPROGRAHICS/ADMINISTRATIVE DUTIES:

- To carry out photocopying/reprographic tasks.
- To carry out general school administrative tasks.



SUPPORT FOR TEACHER/SCHOOL

- Design and produce displays with minimal supervision.
- Liaise with parents as appropriate.
- Support out of hours school learning activities (within established guidelines).
- Promote good student behaviour, dealing promptly with conflict and incidents and reporting in line with school policy.
- Establish constructive relationships with parents/carers.
- Participate in training and other learning activities and performance development as required.
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Contribute to the overall ethos /work/aims of the school.
- All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect changing roles and responsibilities.

Special Conditions	37 hours per week – term time only 39 weeks per year All posts are subject to enhanced DBS check
Car Allowance	Travel expenses relating to school business will be paid in accordance with the school's policy.
Prepared By	Vicki Poole Business Manager
Date	September 2024