Job Description
First Aid Co-ordinator

Harton Academy

Responsible to: **Human Resources Manager**

Salary: **scp 15**

Overall Objective of the Post:

- Be a first-call responder to first aid incidents in the Academy and to provide medical support for pupils as required through agreed Care Plans.
- Ensure that records are maintained and updated for all first aid and medical issues.
- Undertake a range of administrative and other support activities as required.

Key tasks of the post:

First Aid responder

- Provide first aid support for all enquiries, including dealing efficiently and effectively with cases presenting.
- Assist in co-ordinating the team of support first aiders, including monitoring their First Aid at Work qualification and other related training.
- Ensure adequate provision of first aid supplies for the Academy.

Medical Support

- Maintain and review the Academy's medical records and care plans, and liaising with parents and carers to ensure they are kept up to date.
- Assist in the care of pupils including coordinating any medical support identified in Care Plans, at break times and lunchtimes, as necessary.
- Ensure safe storage of medication and ensure all details are recorded correctly and the information is up-to-date.
- Provide support and advice to staff, students, parents and carers regarding the support we provide in the Academy.
- Liaise with external organisations as required, regarding the provision of medical support and care, as well as information and training to assist staff undertake their duties effectively.
- Liaise with the NHS Immunisation team in organising vaccination events in the Academy.
- Provide information and medical guidance to staff organising school trips and events.

Liaise with the Pastoral Team

- Work with colleagues in the Pastoral Team to share information as required on first aid and medical issues.
- Liaise and share information with the Attendance Officer over absences and possible patterns, to help tackle issues of absenteeism.

General administration support

- Maintain accurate records relating to first aid and medical care with a view to providing information for SLT or Senior Managers, as required.
- Attend school meetings as required and provide information, advice and support to assist the smooth running of the service.

- Attend and participate in appropriate external meetings to represent the Academy, and contribute to the support provided.
- Maintain confidentiality for case management, within the overall safeguarding context.
- Provide a general administrative support as required

<u>All employees have a responsibility</u>

- To undertake training and development as required and to assist, where appropriate and necessary, with the training and development of colleagues.
- For their own and others' health and safety, and for adhering to guidelines for the safeguarding of children.
- To be an ambassador for the Academy.

Harton Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to obtain an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

Person Specification

Please provide evidence in your application as to how you believe you meet the criteria listed above. We will also seek evidence of these at interview and in references we take up.

	Essential	Desirable
Excellent literacy and numeracy skills (may be evidenced by GCSE or equivalent in English and Maths)	✓	
First Aid at Work certificate	✓	
Qualified trainer in First Aid at Work		✓
Qualification in Managing Medication		✓
Experience in providing first aid and supporting medical care needs in a similar setting	✓	
Awareness of mental health issues for young people	✓	
Mental health qualification		✓
Excellent communication and interpersonal skills	✓	
Organisation and planning skills	✓	
Experience in working with children and young people		✓
Able to work as part of a team and on own initiative	✓	
Flexible approach to work and resilient attitude	✓	

Excellent ICT skills	✓	