



Midsomer Norton
Schools Partnership



Home School: Frome Community College

Job Title: First Aid Officer

Grade: 13 Point 6-11 Salary range £23,893 - £25,979
Actual salary - £17,338 - £18,851 per annum

Responsible to: Business Manager

Hours of Work: 31.25 hpw, Monday to Friday 8.30 am to 3.15 pm, term time and INSET days.

Job Purpose: To provide a high quality first aid service to the College, dealing with emergencies and first aid needs arising from incidents involving students, staff and visitors. To liaise with parents and any appropriate outside agencies. To co-ordinate events such as Immunisation Days, Parents' Evenings and Open Evening.

Main Duties & Responsibilities

- To provide a high quality first aid service to the College, assessing injuries, illness etc and ensuring the emergency medical aid is sought where appropriate. Contact parents/guardians and staff where appropriate keep accurate and confidential student records, including on SIMS and arrange for students to return home when necessary.
- To coordinate, administer and supervise the distribution of prescribed drugs and medicines for certain students as required, ensuring parental consent, correct dosage, timings, identification of drugs and student and security of drugs held. Ensure policies and procedures are in place and shared with the relevant staff. Ensure staff follow procedures
- Administer the College 'Accident Book' software and online Trust accident reporting in accordance with legislation (RIDDOR) and Trust policies.
- To manage and administer the first aid provision for the College. Assessing students who attend for first aid treatment and ensuring appropriate action/emergency medical aid is taken and accurate and confidential records are kept.
- Attend meetings to represent the College when required.
- To liaise with relevant outside bodies in relation to school vaccination or medical examination programmes and co-ordinate and supervise students attending such programmes on the College site; informing teaching and support staff as necessary and updating medical records accordingly.
- Liaise with internal and external health agencies on a regular basis.
- To convey news to parents/guardians of a highly sensitive and confidential nature. Inform and liaise with relevant personnel about new and ongoing situations. Update and advise as necessary.
- To manage an annual budget for first aid provisions and work effectively within its constraints. Postholder is responsible for managing and maintaining stocks of medical equipment and

supplies within the College and for carrying out regular stock audits of all first aid boxes and first aid kits throughout the College.

- To manage first aid kits for trips and liaise with trip leaders regarding student medical needs.
- Keep accurate records of first aid training for College personnel and monitor, book further updates and new training for staff when required. Produce the first aid rota and communicate to the relevant staff. Be the first aid co-ordinator for the College supporting the first aid team to ensure they are confident and professional in their duties.
- To maintain confidentiality of information acquired whilst undertaking duties for the College.
- Meet, greet and welcome visitors e.g. parents/agency employees who may be arriving for meetings
- Undertake all clerical and administrative duties commensurate to the post e.g. create and word process a variety of material - letters, reports, memoranda, statistical returns, lists etc. Filing, photocopying and distribution of papers as necessary.
- Responsibility for co-ordinating events e.g. Parents' Evenings, Immunisation Days, Open Evening and attending evenings to discuss the role of Student Services Department and welfare within the College, if required.
- To assist in the maintenance of computerised records relating to students especially medical and personal details. To devise and administer systems and procedures to ensure the notification of changes in personal details in consultation with other members of staff.
- To assist in the maintenance of data and reporting within other modules of the SIMS computer package as required by the line manager.
- Ensure SIMS and Provision Map are updated with relevant student information when required, including medical information for individual students. Have an excellent working knowledge of the SIMS student information module and share good practice with colleagues.

Decision Making

- Use of first aid expertise to determine appropriate action is taken - including involvement of emergency services as required. Deal with emergency situations until further professional medical attention is available.
- To act as co-ordinator to all first aid personnel; disseminate and impart relevant information to them.
- Liaise regularly with relevant staff regarding higher profile issues. Focus upon needs of individual students within the school and arrange any necessary training eg Epi-Pen.
- The post holder will need to determine own priorities in order to achieve deadlines. Should be able to work independently and take initiative when appropriate but refers non routine queries to senior staff for decisions

Physical Effort & Working Environment

Mainly office environment. Deployment may be required to anywhere on site. Flexibility on working hours on occasions when it is necessary to escort students to hospital and/or planned events e.g. Open Evenings/Parents' Evenings and other events as required. (TIL will be agreed for attendance at specific events)

Contacts and Relationships

Students, staff, external agencies /healthcare professionals and parents as necessary e.g. Immunisation Programmes, Sexual Health Liaison. Offer emotional support to both students and parents in times of crisis.

Provide information and guidelines to first aiders/relevant staff regarding individual students' medical health.

Additional Information

- Have a good knowledge of Microsoft Office and good keyboard skills
- Excellent interpersonal and communication skills are essential together with the flexibility and adaptability to ever changing situations.
- You will be required to occasionally work flexibly to enable you to support events eg parents evening/open evening. Time in lieu will be given to any additional agreed hours worked (as above)
- Ability to engage positively and successfully with all young people - including those who may be challenging - and remain calm and supportive at all times.
- To carry out break/lunch and before school duties when required (rota basis)
- To carry out other responsibilities appropriate to the grade as agreed with Line Manager.
- A car driver with a current driving licence
- Smart dress – shirt/jacket

Knowledge, Skills and Experience

First Aid Qualification is essential.

IT, excellent organisational/administrative skills required to ensure effective smooth running of busy office.

The ability to work on own initiative, to be flexible and adaptable and be able to communicate with people at all levels. General level of education.

Personal Specification

The ideal candidate would be expected to show evidence of many of the following skills and qualities. The following table demonstrates qualities that would be considered essential or desirable and how these will be tested during the recruitment process.

Attributes	Essential	Desirable	How identified
Qualification	Recognised first aid qualification, e.g. First Aid at Work	Evidence of training in supplementary areas, e.g. anaphylaxis, diabetes, asthma	Certificates
Education and Training	Good general education to GCSE or A level or equivalent experience with good level of numeracy and literacy.	Attainment of any other health-related qualifications	Application form/certificates
Special Knowledge and Skills	Ability to maintain detailed and accurate records. Excellent administrative skills. Proficiency in Microsoft Office software	Defibrillator training Knowledge of local health professionals and the services they offer.	Application form/certificates / interview
Communication	Ability to write reports, letters and complete returns Ability to use clear language to communicate information unambiguously Ability to listen effectively		

Other Skills and Attributes	<p>Confident, self-motivated and reliable</p> <p>Patient and friendly approach</p> <p>Ability to remain calm in stressful situations</p> <p>Ability to establish a rapport with young people and their families</p> <p>Ability to manage time effectively and to meet deadlines.</p> <p>Demonstrate a clear commitment to develop and learn in the role.</p>	Ability to liaise effectively with a range of health professionals	Interview
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Midsomer Norton Schools Partnership 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. An enhanced Disclosure and Barring Check is required prior to appointment.

Agreed that the Job Description is a fair and accurate statement of the requirements of the job:

Job Holder: **Date:**

Line Manager:..... **Date:**