



Headteacher: Mrs Christine McLintock

**SCHOOL FIRST AIDER
Required ASAP
35 hours 39 weeks Including 5 INSET Days
(0800-1530 Mon-Fri)
Salary Bucks Pay Range 2 Point 11
Actual F/T Salary £15,304**

Are you looking for a role in a school that is keen to support your development, one in which you will be encouraged to stretch yourself and try new initiatives? If so, we would love to show you our school. Set in the Chiltern Hills yet only a 30-minute train ride from central London, Hazlemere is a great place to live and work. Our school is a dynamic learning community which promotes individual and collaborative success for all.

We are seeking to appoint a dynamic and experienced School First Aider to contribute to the development of this successful area.

We are looking for a person who has:

- A desire to see continuous school improvement
- Ability to work with external health professionals
- Has experience of First Aid
- Excellent administrative experience including Microsoft Office Software
- A commitment to teamwork and a sense of fun
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In return you will receive:

- In return you will receive ongoing support and development in an environment that focuses on student and staff health and well-being
- Free car parking on site
- Free use of the school gym
- Treat Tuesday
- Opportunities to further develop your skills and expertise

The successful candidate will be subject to an enhanced DBS check.

We welcome applications regardless of age, gender, disability, ethnicity or religion.

Sir William Ramsay is committed to the protection and safety of its students and staff.

A job description and personal spec along with the application form are available on our website at www.swr.school. Please complete the application form and email it to Michelle French (Head's PA) at mfrench@swr.school

Closing Date: 0900 Friday 20th March 2020
Interviews: TBC



Post Title:	School First Aider
Purpose:	<ul style="list-style-type: none">• To provide first-line medical assistance to students and staff.• To be responsible for the delivery of assessment and treatment of minor illness and injuries.• To be responsible for the storage and administration of medicines.• To deliver care within the boundaries of the role, focusing on student well-being and health education.
Direct Reporting:	<ul style="list-style-type: none">• Facilities and Health and Safety Manager

Operational Strategic Planning	<ul style="list-style-type: none">• To identify, support in the writing of, implement and evaluate individual health care plans for students with medical conditions.• To prioritise health problems and intervene appropriately in complex, urgent or emergency situations, including the initiation of effective emergency care.• To input and update student medical information on SIMS ensuring that it is up to date.• To monitor and evaluate care interventions.• To deliver opportunistic health promotion as appropriate.• To see individual students on a referral basis to deliver health education specific to that student's needs.• To share appropriate information on students during transition from Key stages.• To undertake home and primary school visits where appropriate.• To co-ordinate all government led immunisation programmes (and Staff influenza vaccinations).• To help to identify, create and evaluate all medical and student wellbeing policies, communicating with all staff involved. (Medical Conditions, Drug use etc).• To administer an Epi Pen injection when appropriate. This is to be in
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accordance with medical procedures and up to the level of the training received.

- To administer medicines. This is to be in accordance with medical procedures and up to the level of the training received.
- To ensure that all medical information is accurate and recorded in SIMS and AssessNet.
- To have an advisory/ supportive role for first-aiders in school including promoting the role of first-aider, ensuring there is a rota in place for first-aiders to provide cover for the Medical Officer in the event of an emergency across the school, ensuring first-aiders are kept up to date with new equipment and current legislation and arranging training for first-aiders.
- To organise and deliver appropriate medical staff training e.g. Anaphylaxis.
- To ensure teaching and support staff have appropriate awareness and understanding of the common medical conditions in the school.
- To co-ordinate and deliver good practice, continuous training and communication of the use of the Automated External Defibrillator.
- To train and supervise all staff dealing with students with severe and complex medical conditions/needs.
- To assist the whole school in raising the profile of the importance of health and welfare.
- To ensure the school has appropriate first aid equipment around school and that these boxes are stocked appropriately. To ensure that the medical room and its contents are secure, safe and tidy.
- To maintain and supply first aid boxes for school events, e.g. Visits, Sport Days.
- To ensure that medical equipment is serviced annually (ie, hoists, wheelchairs, evac chairs etc)
- To support with the delivery of sexual health education where the curriculum allows.
- To deliver all medical information and medical procedures to new staff members via the induction programme.
- To provide accurate, contemporaneous and complete records of student consultation and drug administration consistent with



	legislation, policies and procedures.
Risk Management	<ul style="list-style-type: none">• To monitor work area and practices to ensure they are safe and free from hazards and conform to health, safety and security legislation, policies and guidelines.• To contribute in the decision-making process in child protection conferences (where the student has a relevant medical condition).• To liaise with the pastoral team to identify areas of concern and referring vulnerable students to the appropriate agencies.• To control storage and administration of medication.• To ensure infection control measures are adhered to in line with local and national guidelines.
Staff Development	<ul style="list-style-type: none">• To take part in the school's staff development programme by participating in arrangements for further training and professional development.• To undertake mandatory and statutory training.• To attend regular meetings with the Pastoral, SEN and Safeguarding teams as required.• To contribute positively to effective working relations within the school.• To engage actively in the Performance Appraisal Review process.• To attend relevant in-service training.
Communication	<ul style="list-style-type: none">• To follow agreed policies for communications in the school.• To attend meetings as required.• To prepare and provide reports as required.• To be aware of in-school procedures and confidential issues and to keep confidences appropriately.• To maintain effective communication with all staff members.• To communicate with parents/carers regarding events relating to their children.
Management of	<ul style="list-style-type: none">• To contribute to the process of the ordering and allocation of



Resources	equipment and materials in relation to medical requirements
General Duties	<ul style="list-style-type: none"> To play a full part in the life of the school community, to support its vision, mission and values and to encourage staff and students to follow this example To promote actively the school's policies To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate
Safeguarding:	<ul style="list-style-type: none"> To comply with the school's procedures concerning safeguarding To be generally responsible for safeguarding and promoting the welfare of students
OTHER CORE DUTIES:	
<ul style="list-style-type: none"> To continue personal development as agreed. This role requires that the post holder successfully passes and keeps up to date the First Aid at Work course, the Administration of Medicines and EpiPen administration courses. To actively take part in the Appraisal process. To comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job profile. To take the lead in courtesy to colleagues and parents and carers, in modelling the school ethos to visitors and callers. <p>The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition</p>	
This job profile is current at the date shown, but, in consultation with you, may be changed to reflect or anticipate changes in the job commensurate with the grade and job title.	

To fulfil any other tasks which the, Headteacher may reasonably request.

Signed:

Date:



SCHOOL FIRST AIDER - PERSON SPECIFICATION

Knowledge, Skills and Experience		
	Essential	Desirable
Experience of providing First Aid	✓	
Experience of First Aid in a school environment		✓
Ability to maintain detailed and accurate records	✓	
Excellent administrative skills	✓	
Proficiency in Microsoft Office software	✓	
Defibrillator training		✓
Ability to work on own initiative and react to competing demands	✓	
Ability to work to deadlines, applying proactive time management strategies	✓	
Ability to remain calm in stressful situations	✓	
Excellent interpersonal skills	✓	
Ability to establish a rapport with young people and their families	✓	
Ability to liaise effectively with a range of health professionals	✓	
Commitment to fully understanding and adhering to our Safeguarding procedures.	✓	
A commitment to deliver services with the framework of the school's Equality Policy	✓	
Qualifications		
	Essential	Desirable
Education to minimum GCSE/NVQ Level 2 in English and Maths, or equivalent	✓	
Up to date recognised First Aid Certificates		✓
Other health-related qualifications particularly involving child mental and/ or physical health issues (e.g. Nursing qualification)		✓