

First Aid & Welfare Officer FTC

JOB DESCRIPTION

POST: First Aid & Welfare Officer

GRADE: Scale 4

RESPONSIBLE TO: School Business Manager

PRIMARY JOB FUNCTION

To be responsible for the pupil's first aid and medical needs within the school.

The postholder is required to be flexible in their approach to work with a positive attitude.

The hours for this post will be set at 4 hours per week between 10.00am-2.00pm, term-time-only

This post is fixed term for 6 weeks only.

DUTIES AND RESPONSIBILITIES

- To be the first person called on for the administration of first aid to pupils
- Keep clear and accurate records of first aid administration and report this to parents as necessary
- Keep clear records of accidents and incidents, including on-line reporting to the Local Authority when required, and communicate this information to parents when necessary
- To liaise with parents regarding the administration of medicine to pupils both long and short-term and ensure correct permission slips are in place
- To ensure required pupil medicine is available on site and that this is kept safe, is up to date and correct dosage details are recorded
- To ensure accurate records are kept regarding medicine administration
- Maintain up to date pupil medical needs information and care plans and share this information as necessary
- Keep up to date with guidance and procedures around health and first aid in schools and ensure the schools medical forms reflect the current guidance
- Liaise with the school nurse and other health professionals as appropriate including organising any required first aid training for staff (ie EpiPen training)
- Maintain the first aid boxes and other necessary equipment that may be needed
- Ensure all necessary supplies are available for trips and events – proactively checking the dates of these in the Admin calendar
- To monitor and manage your own workload and keep records in an agreed format

- To assist in the distribution and display of information around the school as requested
- To ensure that lost property is organised and promptly returned to its owners
- To assist children with personal hygiene in the event of 'accidents'
- To be responsible for ensuring staffroom facilities are maintained and that supplies relating to washing and washing up are available
- To work as part of the School Admin Team assisting in the school office and providing reception cover when required
- To undertake any other appropriate duties to assist as directed by your Line Manager or the Leadership Team.

PERSONAL RESPONSIBILITIES

- To carry out the duties and responsibilities of the post in accordance with the school's Health and Safety Policy and relevant Health and Safety Guidance and Legislation
- To promote the safeguarding of children
- To use, and assist others, in the use of information technology systems to carry out duties in the most efficient and effective manner
- To undertake training and professional development as appropriate
- To undertake other duties appropriate to the post that may be required from time to time
- To achieve agreed service outcomes and outputs, and personal appraisal targets, as set out by your line manager.

PERFORMANCE STANDARDS

- To ensure that the school's customer care standards are met and adhered to
- At all times to carry out the responsibilities of the post with regard to the school's Equal Opportunities Policy.

Signed ----- Date -----

PERSON SPECIFICATION

The person specification is a picture of skills, knowledge and experience required to carry out the job. It has been used to draw up the advert and will also be used in the short listing and interview process for this post.

You should demonstrate on your application form how you meet the following essential criteria.

Service Area: Education		Section: Administrative Team
Designation : First Aid and Welfare Officer		Grade: 4
REQUIREMENTS		
EDUCATION and EXPERIENCE		A/I/T
E1	Current First Aid Certificate preferably in Paediatric First Aid	
E2	Educated to GCSE standard or equivalent including English and Maths	
KNOWLEDGE, SKILLS and ABILITY		
E3	Ability to make swift and appropriate judgements relating to children's health and accidental injury	
E4	Excellent interpersonal and communication skills including face to face, on the telephone and by letter	
E5	Good attention to detail and ability to keep accurate records	
E6	Reliable and able to maintain strict confidentiality at all times	
E7	Good organisational skills, able to plan and manage own time effectively and work on own initiative	
E8	Good working knowledge of Microsoft Office, including Word and Excel	
E9	Ability to work as part of a team and be able to respond flexibly to changing demands	
E10	Ability to deliver services to customers meeting the school's standard for customer care	
E11	A commitment to providing a responsive and supportive service and a willingness to constantly seek ways of improving the service	
E12	A commitment to deliver services within the framework of the school's equal opportunities policy	
E13	Ability to form and maintain appropriate relationships and personal boundaries with children and young people.	
E= Essential D= Desirable		
Assessed by: A= Application I= Interview T= Test		