



## STONE LODGE SCHOOL

### Job Description

Job Title: Lead First Aider & Administrator

Salary: **Grade 4: £19,772 to £20,855 pa depending on experience  
(Actual salary £16,937 to 17,860 pa)**

Hours: **37 hours per week (Term Time plus 5 inset days)**

Responsible to: **PA to Head Teacher & Office Manager**

### Overall Job Purpose:

To contribute to the school vision of achieving the best possible outcomes for every student by leading on first aid and providing administrative support.

### Main Duties and Responsibilities

- To be the first point of contact to assess and provide first aid to students; carrying out an initial evaluation as to whether further medical attention is required and take appropriate action.
- To coordinate all arrangements to support students with on-going medical conditions or disabilities in school e.g. diabetics/ mobility disabilities etc
- Administer approved medication in line with pupil healthcare plans
- To coordinate, complete and maintain the appropriate medical/accident records and to produce reports when requested
- Maintain the register of medicines, liaising with parents to ensure that all medication held is in date and that expired medication is disposed of appropriately
- To manage stock and supplies for the Medical Room and first aid boxes throughout the school.
- To ensure that the areas used as a medical room are kept hygienically clean, and have all equipment and facilities required.
- To undertake the necessary training to gain and maintain the relevant First Aid and Safeguarding qualifications and undertake other additional training as and when required.
- To give advice and guidance to staff regarding students' medical conditions and the support required to enable their participation in activities, trips, etc
- To identify, monitor and arrange any training for school First Aid staff when required
- Provide a high-quality administration service to the school in accordance with the Trust's established policies and procedures
- To assist with the day-to-day school office duties; handling telephone and face to face enquiries providing advice and information and monitoring access for visitors as an integral part of our student safeguarding strategy

This list of duties and responsibilities is not exhaustive and may be amended from time to time, in consultation with the postholder, and in line with the changing needs of the school.

***The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check will be required for the successful candidate.***





## Person Specification

# STONE LODGE

SCHOOL

Area	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"><li>• Maths and English Language GCSE grades A*- C (4-9)</li><li>• First Aid at work qualification.</li><li>• Have an awareness/knowledge of Health &amp; Safety at Work.</li></ul>	<ul style="list-style-type: none"><li>• Willingness to develop professionally and attend courses as required</li><li>• Defibrillator training.</li></ul>
Knowledge, skills and experience	<ul style="list-style-type: none"><li>• Experience of administering First Aid in a work setting</li><li>• Ability to confidently and competently work with young people in school or other learning environments</li><li>• Experience of working in an office and as part of a cohesive team</li><li>• Experience of development, management, and operation of a range of administrative systems</li><li>• Good understanding of safeguarding in a school environment</li><li>• Computer literacy - Microsoft Office (Word, Excel etc) and other electronic databases.</li></ul>	<ul style="list-style-type: none"><li>• Experience of working in a school</li><li>• Experience of using SIMS or other similar data management systems</li></ul>
Special aptitudes	<ul style="list-style-type: none"><li>• Excellent communication skills – verbal and written</li><li>• Ability to remain calm and patient in challenging situations</li><li>• The ability to relate well to young people, parents and colleagues</li><li>• To be able to work with tact, diplomacy and maintain confidentiality</li><li>• To have a very flexible approach to the role and to accept that the job description will be updated and reviewed as appropriate</li></ul>	

*The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check will be required for the successful candidate.*