



STONE LODGE SCHOOL

Job Description

Job Title:	Administrative Assistant & First Aid Coordinator
Salary:	Grade 4: £24,800 - £26,513 (full time equivalent) pa depending on experience (Actual salary £21,331 to £22,804 pa)
Hours:	37 hours per week (Term Time plus 5 inset days and 5 additional days)
Responsible to:	Office Manager

Overall Job Purpose:

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

Main Duties and Responsibilities

- Assist with the day-to-day school office duties and provide a high-quality administration service to the school in accordance with the Trust's established policies and procedures. This includes handling telephone and face to face enquiries, providing advice, information and administration.
- Monitor and arrange any training for school first aid staff when required.
- 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.
- Coordinate arrangements to support students with on-going medical conditions or disabilities in school e.g. diabetics/ mobility disabilities etc and provide guidance to other staff.
- Liaise with parents and staff to support students with medical conditions so they can participate in activities, trips, etc.
- Administer approved medication in line with pupil healthcare plans.
- Maintain the appropriate medical/accident records.
- Maintain any medicines logs, liaising with parents to ensure that all medication held is in date and that expired medication is disposed of appropriately.
- Manage stock and supplies for the medical room and first aid boxes throughout the school.
- Ensure that the areas used as a medical room are kept hygienically clean, and have all equipment and facilities required.
- Undertake the necessary training to gain and maintain the relevant First Aid and Safeguarding qualifications and undertake other additional training as and when required.

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

Area	Essential	Desirable
Education and Qualifications	- Maths and English Language GCSE grades A*- C (4-9). - First Aid qualification. - Have an awareness/knowledge of Health & Safety at Work.	- Willingness to develop professionally and attend courses as required - Defibrillator training.
Knowledge, skills and experience	- Experience of administering First Aid in a work setting. - Ability to confidently and competently work with young people in school or other learning environments. - Experience of working in an office and as part of a cohesive team. - Experience of operating of a range of administrative systems. - Good understanding of safeguarding in a school environment. - Computer literacy - Microsoft Office (Word, Excel etc) and other electronic databases.	- Experience of working in a school. - Experience of using Arbor or other similar data management Systems.
Special aptitudes	- Good communication skills – verbal and written. - Ability to remain calm and patient in challenging situations. - The ability to relate well to young people, parents and colleagues. - To be able to work with tact, diplomacy and maintain confidentiality.	

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