



# Alderbrook School & Sixth Form

AMBITION | BRAVERY | KINDNESS

## **JOB DESCRIPTION: First Aider/Administrator**

NAME:  
POST: First Aider/Administrator  
SALARY: Band C  
HOURS: 37 hours 39 weeks (Term time plus Insets)  
ACCOUNTABILITY: All staff work under the reasonable direction of the Headteacher and the Deputy/ Assistant Headteachers with delegated responsibility. Accountability is otherwise as set out below:

Accountable to: Pastoral PA

### **RESPONSIBILITIES AND DUTIES**

To look after all aspects relating to first aid and the care of pupils with medical conditions. This includes items such as the following but this is not an exhaustive list as the job requires a flexible and adaptable approach. This will also include assisting with tasks required for the administration of the school.

- Day to day care of pupils for injuries, illness, and pupils with serious medical conditions.
- Following school procedures in line with individual care plans
- Assisting with the setting up care plans for new pupils with liaison between parent, school and health professionals. Reviewing Care plans on a yearly basis or when required due to changes in child's health status.
- Assisting with the support of individual pupils with transition, medical, personal problems on a one to one basis and any other issues or situations that arise.
- Contacting parent/guardian of sick and injured children to inform/advise/seek/guidance on the next course of action.
- Calling parents to discuss student's medical needs
- Dispensing prescribed medication to students
- Monitoring and chasing medication that is out of date
- Monitoring supplies of first aid
- Support with vaccinations in school
- Organising first aid bags for all trips ensuring pupils with epi-pens have relevant trained staff on the trip. For residential trips ensuring that all epi-pens carriers have relevant documentation to travel with and that their care plans are translated into the language of the country they are visiting where reasonably possible.
- Lost Property- Ensuring articles are returned to pupils.
- Record keeping of medical conditions and events using SIMs
- Monitoring, Ordering and distributing of First Aid Supplies
- Assisting the administration team as and when required.

## IN GENERAL

- Working both collaboratively with colleagues and independently.
- Taking part in any training required to enable safe and efficient working.
- Adhering to all school policies & procedures.
- Taking part in the performance management process operated by the school.
- Undertaking any other reasonable, related duty which the Headteacher may request from time to time within a reasonable work schedule

All jobs are subject to change and this job description to be reviewed annually or at any other mutually convenient time

Signed: \_\_\_\_\_

Tom Beveridge, Headteacher

Signed: \_\_\_\_\_

First Aid/Administrator

Date: \_\_\_\_\_