

JOB DESCRIPTION

Job Title: DEPUTY PRINCIPAL FIRST AIDER (Full time AYR or TTO)

Job Purpose: to provide medical services to pupils and staff

Responsible to: Principal First Aider

Other functional Relationships SLT, First Aid Team, School Nurse, Attendance Officers, Year Teams, parents

RESPONSIBILITIES AND TASKS

1. Working under the direction of the Principal First Aider, to share responsibility for the provision of medical services to staff and pupils including:
 - Administering first aid to students and staff in the medical room or around school site
 - Managing the storage of medicines
 - Maintaining First Aid stocks as appropriate
 - Responsibility for the maintenance of appropriate records
 - Participating in training as required and delivering training to others where appropriate
2. To share responsibility for ensuring that accidents taking place on site are recorded, investigated, reported and followed up efficiently, including completion of initial record, liaison with the Health and Safety Officer, phase teams and various members of SLT, progress chasing and ensuring that all investigations are completed and records signed off within an agreed timeframe.
3. Liaising with parents to ensure a full and up to date understanding of students medical needs and to maintain contact with home following any medical incidents or accidents at school.
4. Assisting the Principal First Aider in ensuring that the medical needs of students on school trips are appropriately supported
5. Applicants looking to work full time all year round will be expected to cover a variety of whole school functions during the school holiday periods, for example, covering the main school reception desk.
5. To undertake any other duties commensurate with the post that may from time to time be required.

To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Education Act 2002 and working together in relation to child protection and safeguarding children and young people as this applies to the postholder's role within the school.

To also be fully aware of the principles of safeguarding as they apply to children and young people in relation to the postholder's role.

To ensure that the postholder's line manager is made aware and kept fully informed of any concerns which the postholder may have in relation to safeguarding and/or child protection.

Person Specification

Qualification: A current First Aid at Work Certificate

Experience: Working with secondary aged students or similar environment
Providing Administrative/Clerical Support, preferably in a school environment

Skills:

Ability to communicate effectively with secondary aged students, teachers and parents
Excellent ICT skills to develop and set up systems
A good standard of general education
Excellent interpersonal skills,
Ability to deploy tact, diplomacy and sensitivity
A Flexible and methodical approach to work
Able to exercise sound judgement and act swiftly in emergency situations