



Job description

<u>TITLE:</u>	Lead First Aider
<u>PURPOSE:</u>	To oversee the care of pupils, staff and visitors who are injured or unwell. To promote the highest standards of first aid provision within the function of the school.
<u>RESPONSIBLE TO:</u>	Office Manager
<u>LIAISES WITH:</u>	All staff, pupils, visitors and external agencies.
<u>HOURS OF WORK:</u>	17.5 hours per week, term-time only (10.45am – 2.15pm)
<u>SALARY GRADE:</u>	G4 (£16,822 - £19,008 pro-rata; actual salary £6,510 - £7,356)

MAIN DUTIES AND RESPONSIBILITIES:

1. To be responsible for the welfare of those taken ill or injured at school, being the first point of contact for medical emergencies.
2. To support pupils with specific medical conditions, involving day-to-day health planning and/or administering medication where appropriate.
3. To record and report accidents and incidents in accordance with regulatory guidelines and school policies.
4. To liaise with staff, parents, outside agencies and emergency services as required.
5. To liaise with support services, e.g. school nurses, as required.
6. To be responsible for administration of the First Aid room, including provision and maintenance of first aid equipment and supplies across the school.
7. To review first aid needs and policies as required.
8. To monitor and co-ordinate staff first aid training and associated records.
9. To co-operate with other sections and users in the provision of a corporate non-teaching support service.
10. Any other duties as commensurate with the grade and job title as directed by the Office Manager.