

## Job Description

|                          |   |
|--------------------------|---|
| <b>Post Title:</b>       | First Aid Technician  |
| <b>Location:</b>         | Rushcliffe Spencer Academy  |
| <b>Salary/Pay Range:</b> | NJC 5-9   |
| <b>Hours of work:</b>    | 15 hours per week, Term Time only plus 2 days   |
| <b>Reporting to:</b>     | Vice Principal<br><i>(with informal reporting to School Nurse who manages the First Aid Room and allocation of tasks on a day-to-day basis)</i> |

## Purpose of role

To support the School Nurse who has overall management of the first aid room by attending to sick and injured students and staff. To support students with medical conditions and give prescribed medications according to school policy and legislation.

## Responsibilities

- To attend to sick and injured students and staff, administering first aid and keeping accurate records of treatment given, on Medical Tracker.
- Contacting parents as necessary concerning the wellbeing of students.
- Taking appropriate action in the event of a medical emergency and communicating with staff and parents as appropriate.
- Administering prescribed medications and treatments ensuring that appropriate agreements and consent are in place before doing so.
- Contacting parents to request new supplies of medication and medication consent forms.
- To assist the school nurse in gathering information so that medical Health Care Plans can be written for students who require them.
- Managing the first aid room to ensure the security of medications, records and equipment and that clinical waste and sharps are disposed of correctly.
- Ensuring that all first aid kits and other supplies are appropriately stored and stocked at all times.
- Providing staff with first aid kits for educational visits and trips and ensuring they have any student medications as appropriate.
- To assist the school nurse in the organisation of school vaccination days.

## Other duties

- To undertake reasonable administrative duties upon request.
- To safeguard students at all times, reporting any concerns to the Designated Safeguarding Lead and documenting concerns on CPOMS.
- To abide by all school policies, practices and procedures.
- To undertake additional duties as required, commensurate with the level of the job.
- the post holder may be required to carry out other duties as required by the Trust.

**General:**

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all Academy policies including in particular Health and Safety and Safeguarding.
- Participate in the Academy Appraisal process and undertake professional development as required.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.

These above-mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust.

**Additional Information**

**The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.**

**Person Specification:**

| Qualifications  |          |           |
|---|----------|-----------|
|   | Required | Desirable |
| Current qualification or willingness to qualify in: <ul style="list-style-type: none"> <li>• First aid at work</li> <li>• Administration of medication</li> </ul> | Yes      |           |
| Experience and knowledge  |          |           |
| Knowledge of safeguarding procedures and legislation  | Yes      |           |
| Knowledge of medical confidentiality  | Yes      |           |
| To have worked in a school environment  |          | Yes       |
| Knowledge of sports injuries  |          | Yes       |
| Knowledge of mental health issues   |          | Yes       |
| Experience of infection control   |          | Yes       |
| Skills and abilities  |          |           |
| To have worked within a similar environment or medical environment  | Yes      |           |
| Working with children and families  | Yes      |           |
| Working with a range of agencies and stakeholders   |          | Yes       |
| Computer literate, ability to use Word, Excel, Outlook and Internet browser   | Yes      |           |
| Use of a school data management system  |          | Yes       |
| Personal qualities  |          |           |
| Be a positive person with emotional resilience  | Yes      |           |
| Have a calm, warm and kind manner   | Yes      |           |
| Ability to empathise and relate positively and effectively with young people  | Yes      |           |
| High level communication and interpersonal skills   | Yes      |           |
| Flexible and adaptable in terms of duties and hour  | Yes      |           |
| Be committed to personal development and ongoing training and learning  | Yes      |           |
| Have a sense of humour  |          | Yes       |