



Bedford Girls' School First Aider and Medical Administrator

<p>The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p>	
<p>Job Purpose:</p> <p>Job Title:</p> <p>Department:</p> <p>Location:</p> <p>Reporting Line:</p> <p>Hours:</p>	<p>To support the school Nursing Team with the day to day running of the health centre and to contribute to the provision of a high standard of advice and treatment throughout school. Responding to first aid situations as well as monitoring of general health conditions and health promotion amongst students and staff. Support with accurate and concise record keeping on systems such as Isams and Evolve. Administrative support for vaccination sessions and general record keeping.</p> <p>First Aider/Admin: Health Centre</p> <p>Health Centre</p> <p>Burnaby House, BGS</p> <p>Nurse Manager</p> <p>8.15 am-4.15 pm Thursday & Friday, 15 hrs a week</p>
<p>Line management responsibility for:</p>	<p>N/A</p>
<p>Principal Accountabilities/ Responsibilities</p>	<ul style="list-style-type: none"> • To support and assist the school healthcare specialists to provide a clinically effective, high quality of service to students and to provide first aid care to all members of the school. • To respond to first aid call outs across site as needed where the nurse is unable to or is not required. • To offer administrative support to the nursing team. • To support in maintaining up to date records on Evolve, ISAMS, and other systems including for vaccinations. • To run reports from Isams for health centre use. • To perform routine checks on emergency equipment. • To support maintaining the uploading of care plans onto school systems. • Contribute to effective communication with other school departments. • To maintain a high standard of hygiene in the health centre. • Flexibility within the department to offer cover for sickness and absence. • A commitment to ongoing CPD and a willingness to be trained. • To administer medication under the supervision of the nurses or with parental permission.

You may also be required to undertake such other comparable duties as the Trust/School requires from time to time.



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Person Specification		
	Essential Criteria	Desirable Criteria
Qualifications	<p>Good written and verbal communication skills</p> <p>GCSE passes Grade A-C or equivalent in English and Maths</p>	<p>Possess an HSE approved First Aid at Work Certificate (or be willing to obtain this qualification – available in house)</p>
Experience	<p>Administrative experience, computer, and telephone skills</p>	<p>Experience of working in a school or environment with children, knowledge of safeguarding.</p> <p>Administrative experience in a highly demanding and exacting environment</p>
Knowledge & Skills	<p>Excellent oral communication skills especially in relation to children and young people.</p> <p>A positive attitude towards children and young people.</p> <p>Ability to maintain confidentiality.</p> <p>Ability to use own initiative.</p> <p>Listening skills.</p> <p>Ability to work alone and remain calm.</p> <p>Ability to work collaboratively as part of a busy team.</p> <p>Administrative, organisational and ICT skills.</p> <p>Excellent attention to detail</p>	<p>Experience of delivering first aid</p> <p>Understanding of current issues for young people</p> <p>Mental Health First Aid Qualification (or willing to obtain – available in house)</p> <p>Use of database systems in schools</p>
Personal competencies and qualities	<p>Excellent organisational skills</p> <p>Knowledge of IT packages such as word Excel and powerpoint.</p> <p>Confident, caring approach to school community</p>	