

## Job Description

### Student Support Officer

<b>Reporting to:</b>	Operations Manager
<b>Liaising with:</b>	The Office, Pastoral Team, SENCO, SLT and wider school community
<b>Grade/Salary:</b>	Band 3
<b>Hours of work:</b>	37 hours per week / 39 weeks per year

#### Main Purpose:

- To be primary first aider for the school
- To provide a high standard of care and support to all students.
- To support the pastoral team in the first aid support of all students.
- To oversee and help develop library services, including management of student librarians

#### Duties & Responsibilities:

##### Health care:

- To assess First Aid issues presented by students and staff, taking appropriate action in the event of an emergency and communicating with parents.
- Communicating with staff as necessary about all the medical needs of students.
- To be responsible for the administering of prescribed drugs which as necessary to be taken by students during the school day, ensuring that parental consent is obtained and recorded.
- To be responsible for the safe keeping of prescribed drugs in a locked cupboard.
- To attend to medical needs of students as required and look after students who are ill/injured, to be responsible for the on-call medical system.
- To inform the pastoral team/operations manager/SLT/SENCO of more serious medical concerns.
- Administer emergency first aid and lifesaving interventions, including the use of Automated External Defibrillators (AED) and Auto Injectors (e.g. EpiPens) where necessary.
- To advise on general health matters as presented by students and communicate with parents as appropriate.
- To co-ordinate, administer and maintain individual Health Care Plans for pupils with specific medical needs in conjunction with the SENCO, pastoral team and parents.
- To meet with students and parents returning to school after an injury which impacts on mobility, hearing or sight and agree a personal evacuation plan (PEP) and a complete a risk assessment liaising with the pastoral team/operations manager.
- To enter student medical information on to Arbor, maintaining accurate records in accordance with new and changing medical needs, and inform staff of relevant information.
- To plan for vaccination sessions held by the NHS nursing team for the relevant student age groups, undertaking the relevant communications and ensuring appropriate records and completed.

- To keep an up-to-date accident record book for students, including details of injuries and work in co-operation with the Operations Manager about any injuries to staff, ensuring these are recorded accurately.
- To carry out monthly stock audits of all First Aid boxes and First Aid kits throughout the school. Ensuring that all First Aid equipment is in working order.
- To keep an accurate list of all staff accredited with First Aid work, together with dates of expiry and arrange training for staff to ensure that the school keeps an appropriate number of first aiders.
- To assist the operations manager with accident/injury investigations, acquiring and collating witness statements where necessary
- To take responsibility for the schools first aid room.
- To always maintain confidentiality in relation to the student medical information.
- To attend buccolam, epilepsy and diabetes training to assist students when required.
- To manage female hygiene products

#### Well-being:

- To support some of the most vulnerable students in the school, through assisting them entering and leaving the school site.
- To work with senior leaders on the implementation of practical well-being strategies for students and staff in the school.
- To support the Pastoral Team with On-Calls for medical as and missing students

#### Library:

- Manage and maintain the booking system for school library books
- Supervise library area before school and during break time
- Stock taking of library books, ensure books are age appropriate
- Sourcing of new library resources/books
- Lead on library events/festivals such as Carnegie etc.
- Maintain organisation and tidiness of library area/learning space
- Create and maintain library/book displays

#### Additional Responsibilities when required:

- To support the office with any administration tasks when required.
- To work in reception when required.
- To perform any task or duty under the direction of the Principal/Operations Manager

*The St Thomas Aquinas Catholic Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.*

*The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed, and would not in itself justify a reconsideration of the grading of the post.*

## Person Specification

### Student Support Officer

A. Training & Qualifications	Essential	Desirable
Qualified to at least GCSE level or equivalent incl English Lang and Mathematics to Grade 4 or above	A	
Educated to degree level or (further education) in a relevant subject or equivalent professional qualification.		A
Willingness to undertake training appropriate to the role e.g. emergency first aid in schools/work (3 day course), application of AED's & EpiPens, Buccolam, epilepsy and diabetes training, manual handling, fire safety etc.	A	
B. Knowledge and skills	Essential	Desirable
Excellent interpersonal skills, both written and oral	A & I	
Safeguarding Policy and Procedure	I	
Ability to work to tight deadlines	I	
Experience in a similar role involving support for personal hygiene and/or school-based work experience		A
An ability to maintain detailed and accurate records – IT skills	A&I	
C. Professional Knowledge and Skills	Essential	Desirable
Knowledge and skills of First Aid	A & I	
Knowledge of child mental health and well-being	A & I	
Ability to liaise effectively with a range of health professionals	A & I	
Excellent verbal and written communication skills	A & I	
D. Personal Attributes	Essential	Desirable
Willingness to support Catholic life in schools	I	
Professional, friendly, and approachable and able to relate well to staff, students and visitors	I	
Excellent telephone manner	I	
Able to adapt to changing circumstances and new ideas	I	
Attention to detail	I	
Can-do attitude and solution focused approach	I	
Ability to be respectful and promote equality of opportunity and diversity	I	

Able to manage own workload, ability to prioritise and able to show initiative	I	
Patient and friendly approach	I	
An ability to remain calm in first aid emergencies	I	

<b>E. Safeguarding &amp; Equality</b>	<b>Essential</b>	<b>Desirable</b>
Understanding of responsibilities of the Trust and schools in ensuring compliance with all relevant legislation	I	
Must be able to recognise discrimination in its many forms and willing to put the School's equality policies into practice.	I	
Aware of equal opportunities in relation to this role	I	

*September 2023*