

JOB DESCRIPTION & PERSON SPECIFICATION

JOB TITLE	HEALTHCARE ADMINISTRATOR (LEVEL B)		
GRADE	Grade 4	JE CODE	Unique

JOB PURPOSE

To give immediate basic first aid assistance to students and staff who are ill or injured in school and to assist in medical administration including the maintenance and dissemination of student health care plans.

KEY TASKS

1. To be responsible for the academy's standard operating procedures for the provision of first aid in school and on school trips.
2. To develop written advice and guidance in school in support of the 's health protocols.
3. To maintain a register of First Aiders in school and to ensure that a rolling programme of First Aid training and refresher training is undertaken to meet school needs.
4. To be the academy's lead first aider and to administer first aid to students and staff, including contacting parents / arranging more expert treatment.
5. To be responsible for maintaining adequate first aid supplies and equipment including regularly checking and maintaining first aid kits and ensuring they meet current health and safety requirements.
6. To supply first aid kits to trip leaders and to maintain a record of their use.
7. To support first aid awareness sessions to students as part of the curriculum
8. To advise SLT on current practice and requirements in respect of first aid in a school setting and in the work place.
9. To deal with all aspects of medical emergencies (e.g. contacting parents, calling ambulances, accompanying students or staff to hospital if necessary).
10. To ensure that Senior Staff are notified of all accidents or incidents with students or staff.
11. To ensure day-to-day records of all first aid treatments are kept on CPOMS and to review trends, sharing with SLT as appropriate.



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12. To liaise with the Local Health Authority regarding health intervention programmes (e.g. injections) and to organise them in school.
13. To ensure all staff receive awareness training of key first aid / medical issues such as epi-pens, asthma etc.
14. To support the accident reporting system in school, ensuring that appropriate records are kept and notified to the appropriate authority.
15. To work together with the schools nursing service (who visit the academy once each week).
16. To ensure the medical room is clean, organised and maintained to a high standard.
17. To support the welfare of students by working alongside the wider welfare team and supporting initiatives to promote good mental health.
18. To support the Principal in staff wellbeing activities and initiatives by being a member of the staff wellbeing group
19. To work with other colleagues with specific Health and Safety remits (such as the Facilities Manager) to further enhance the wellbeing of our academy community.
20. To work with SLT to identify resource needs and to contribute to the efficient / effective use of physical resources.

STANDARD DUTIES

1. To understand the importance of inclusion, equality and diversity, both when working with students and with colleagues, and to promote equal opportunities for all.
2. To uphold and promote the values and the ethos of the academy.
3. To implement and uphold the policies, procedures and codes of practice of the academy, including relating to customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection.
4. To take a pro-active approach to health and safety, working with others in the academy to minimise and mitigate potential hazards and risks, and actively contribute to the security of the academy, e.g. challenging a stranger on the premises.
5. To participate and engage with workplace learning and development opportunities, subject to the academy's training plan, working to continually improve own performance and that of the team/academy.
6. To attend and participate in relevant meetings as appropriate.



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7. To undertake any other additional duties commensurate with the grade of the post.

CONTACTS

Students, staff, parents, carers and guardians, Health Authority, LA and other outside agencies.

RELATIONSHIP TO OTHER POSTS IN THE DEPARTMENT

Responsible to: DSL

Responsible for: Not applicable

SPECIAL CONDITIONS

CRB Disclosure required – Enhanced

	DATE	NAME	POST TITLE
PREPARED			
REVIEWED			
REVIEWED			

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PERSON SPECIFICATION

Job Title: HEALTHCARE ADMINISTRATOR

	Selection Criteria Essential	Selection Criteria Desirable	How Assessed
Education & Qualifications	<p>Literacy and Numeracy skills equivalent to Level 2 of the National Qualification & Credit Framework</p> <p>Holds current First Aid at Work certificate , willingness to undertake Youth Mental Health Training.</p>		<p>AF / C</p> <p>AF / I / C</p>
Experience	<p>Experience of administering first aid in the work place</p> <p>Experience of using computer packages for word processing, spreadsheets, databases, e-mails and researching information</p> <p>Experience of team-working to work effectively with others and meet deadlines and goals</p> <p>Experience of providing high levels of customer care</p> <p>Experience of following instructions, procedures and policies</p> <p>Experience of communicating with a wide variety of people and putting them at their ease</p>	<p>Experience of working within a school in an administrative / business support capacity</p> <p>Experience of CPOMS or similar system for recording student information.</p>	<p>AF / I</p> <p>AF / I</p> <p>AF/I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p>
Skills & Abilities	<p>Communication skills to deliver polite, courteous and efficient customer service, in person and over the telephone</p> <p>Written communication skills to word process documents, produce reports and take accurate messages and pass them on to others</p>		<p>AF / I</p> <p>AF / I</p> <p>AF / I</p>



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	<p>Initiative to respond to unexpected problems using recognised procedures and policies as a guide</p> <p>Organisational skills to work under pressure to complete tasks to deadlines, re-prioritising own work-load if necessary</p> <p>Problem solving skills, with the ability to think clearly under pressure and remain calm.</p> <p>Organisational skills to prioritise work and complete tasks to deadlines</p> <p>Work on your own initiative</p> <p>Set high standards for yourself and the school environment</p> <p>Assist and support colleagues as work load dictates</p>		<p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p>
Knowledge	<p>Understanding of the type of activities which take place within the academy office and an appreciation of the administration needed to give effective support for the academy</p> <p>Understanding of data protection and the need to keep information confidential</p> <p>Understanding why safeguarding is important when working with children and young people</p>		<p>AF / I</p> <p>AF / I</p>
Work circumstances	<p>To work occasionally out of hours work to support school functions</p> <p>Undertake training as required</p> <p>Relate to and promote the ethos of the academy</p> <p>Be punctual</p>		<p>I</p> <p>I</p> <p>I</p> <p>I</p>



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Abbreviations: AF = Application Form; I = Interview; C = Certificates

N.B. – Any candidate with a disability who meets the essential criteria will be guaranteed an interview