

Health Care Administration (Level B)

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| Salary / grade range | Grade 3 (SCP 6-11) |
| Allowance | N/A |
| Location | Co-op Academy Failsworth |
| Reports to | Senior Director of Business & HR / Line Manager |
| Hours of Duty | Term time only + 5 additional Days (to be worked on Inset Days / evenings) Full Time hours - 36 hrs 40 mins per week (36.667) 8.00am – 3.50pm Monday – Friday (½ hour unpaid lunch break) |

Purpose of role:

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 accountabilities (and specific duties / responsibilities):

- To be responsible for the school's standard operating procedures for the provision of first aid in school and on school trips.
- To develop written advice and guidance in school in support of the school's health protocols.
- 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.
- To be the school's lead first aider and to administer first aid to students and staff, including contacting parents / arranging more expert treatment.
- 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.
- To supply first aid kits to trip leaders and to maintain a record of their use.
- To lead first aid awareness sessions to students as part of the P.E curriculum.
- To advise the Director of Support Services / SLT on current practice and requirements in respect of first aid in a school setting and in the work place.
- To liaise with parents concerning students' medical needs and agreed medical intervention in school.
- To manage routine and emergency medical support to students (epi pens, access to stored

medication, self-medication).

- To deal with all aspects of medical emergencies (e.g. contacting parents, calling ambulances, accompanying students or staff to hospital if necessary).
- To ensure the Headteacher and Senior Staff are notified of all accidents or incidents with students or staff.
- To provide bespoke counselling and support to students, with links to SEND. Maintain information and updates for staff around pupils with a medical need or ailment.
- To manage the accident reporting system in school, ensuring that appropriate records are kept and notified to the appropriate authority.
- To liaise with the Local Health Authority regarding health intervention programmes (e.g. injections) and to organise them in school.
- To record and maintain details of individual students' personal health records including administration of medication, treatment and first aid, significant illnesses, accidents, injuries and parental permission for agreed health interventions in school.
- To ensure relevant staff in school are trained in any agreed intervention strategy e.g. the use of an epi pen.
- To assist the Head of Learning Support / Director of Support Services / members of SLT with health administration as it arises e.g. data input, collating medical information, records etc.
- To ensure the medical room is clean, organised and maintained to a high standard.
- As requested, to support the welfare support for, and communication with, staff returning to work from long term sickness absence or who are temporarily experiencing health difficulties in the work place.
- To support the Director of Support Services / Headteacher in activities and initiatives that support the school's commitment to improving the well-being of staff e.g. co-ordinating a stress audit.
- To provide awareness of health related Health and Safety issues in school and on school trips to support the prevention of accidents.
- To work with the Director of Support Services to identify resource needs and to contribute to the efficient / effective use of physical resources.

Standard Duties:

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

- To attend and participate in relevant meetings as appropriate.
- To undertake any other additional duties commensurate with the grade of the post.

Personal Attributes Required (based on job description):

| Attributes | All attributes are essential, unless indicated below as 'desirable (D)' | How measured, e.g. application form (A), interview (I) test (T) |
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| Qualifications <ul style="list-style-type: none"> • Literacy and Numeracy skills equivalent to Level 2 of the National Qualification & Credit Framework • Holds current First Aid at Work certificate | | A A/I |
| Experience <ul style="list-style-type: none"> • Experience of administering first aid in the work place • Experience of using computer packages for word processing, spreadsheets, databases, e-mails and researching information • Experience of team-working to work effectively with others and meet deadlines and goals • Experience of providing high levels of customer care • Experience of following instructions, procedures and policies • Experience of communicating with a wide variety of people and putting them at their ease | Experience of working within a school in an administrative / business support capacity | A/I A/I A/I A/I A/I A/I |
| Skills, Ability, Knowledge <ul style="list-style-type: none"> • Communication skills to deliver polite, courteous and efficient customer service, in person and over the telephone • Written communication skills to word process documents, produce reports and take accurate messages and pass them on to others • Initiative to respond to unexpected problems using recognised procedures and policies as a guide • Organisational skills to work under pressure to complete tasks to deadlines, re-prioritising own workload if necessary • Problem solving skills, with the ability to think clearly | | A/I A/I A/I A/I |

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| <ul style="list-style-type: none"> under pressure and remain calm. ● Organisational skills to prioritise work and complete tasks to deadlines ● Work on your own initiative ● Set high standards for yourself and the school environment ● Assist and support colleagues as work load dictates ● Demonstrate a commitment to co-operative values and principles, British Values and the Ways of Being Co-op. ● Understanding of the type of activities which take place within the school office and an appreciation of the administration needed to give effective support for the school ● Understanding of data protection and the need to keep information confidential ● Understanding why safeguarding is important when working with children and young people | | <p>A/I</p> <p>A/I</p> <p>I</p> <p>I</p> <p>I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> |
| <p>Personal Qualities</p> <ul style="list-style-type: none"> ● Commitment to personal development ● Be prepared to work flexibly at all times and occasionally outside office hours ● Motivation to work with children ● Ability to form and maintain appropriate relationships and personal boundaries with children. ● Emotional resilience in dealing with challenging behaviour. ● Attitudes to use of authority and maintaining discipline. | | <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> |
| <p>Work Circumstances</p> <ul style="list-style-type: none"> ● To work occasionally out of hours work to support school functions ● Undertake training as required ● Relate to and promote the ethos of the school ● Be punctual | | <p>I</p> <p>I</p> <p>I</p> <p>I</p> |

This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.



| | DATE | NAME | POST TITLE |
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| PREPARED | Oct 2012 | Jim Ryan | Senior Business Director and HR |
| REVIEWED | | | |
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