Lead First Aid and Mental Health Officer

| Salary / grade range | Level 6 Scp 12-17 £26,421 - £28,770 (pro rata term time only + 5 days) 37 hours per week Actual salary £22,994 - £25,038 (pay award pending) |
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| Location | Co-op Academy Stoke-on-Trent |
| Reports to | Deputy Head Inclusion (Designated Safeguarding Lead) |

| Purpose of role:  To ensure that all students are safe and well by overseeing the daily management of Academy’s medical needs, producing personal student medical plans and specifically supporting those students with poor mental health in order for children to attend, learn and achieve. |
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| Key accountabilities (and specific duties / responsibilities):   * To lead on whole school First Aid provision – acting as main First Aider and coordinating a high quality/consistent approach from a team of First Aiders; to have overview of First Aid training and ensure all are up-to-date with relevant training. * To lead on risk assessments for students with medical care requirements within the academy and for off-site activities and residentials working closely with SENDco. * Coordinate general medical health training for all staff e.g asthma training, epipen training, safe sun etc. * To oversee the administration, storage, disposal and record keeping of medication and students health concerns including completing the RIDDOR paperwork, updating SIMS, stock audits for the medical room and first aid boxes for trips ensuring that adequate emergency medical resources exist within the Academy. * Review patterns of medical illness and communicate concerns to SLT. * To be responsible for the medical room. * To emotionally support a targeted group of students struggling with their mental health. * To liaise closely with the Designated Safeguarding Lead and Lead Mentor when supporting students with poor mental health and self-harm issues in order to signpost and refer to additional mental health services * Work closely with the attendance team when working with students with health concerns ensuring appropriate support with attendance to lessons. * To coordinate visits from the School Nurse Team to administer student vaccinations. * Refer students to the School Nursing Team when required. * To advise on general health matters as presented by the staff and students, and communicate with parents as appropriate. * Maintain and update the Academy’s First Aid Policy and Children with Additional Medical Needs Policy. |
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The job description best characterises the role at the time of its formulation. It is subject to review to align with the needs and requirements of the Academy, in agreement with the post-holder, and by final agreement with the Headteacher.

| Personal attributes required (based on job description): | | | | |
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| Attributes | | All attributes are essential, unless indicated below as ‘desirable’ | | How measured, e.g. application form (A), interview (I) |
| Qualifications   * NVQ 3 or above in a health care qualification * Advanced First Aid qualification * Competent in English and Maths (GCSE Grade C/4 and above) * Nursing qualification | | D | | A,I  A,I  A.I |
| Experience   * Worked as a First Aider * Experience of working in a school | | D | | A,I |
| Skills, Ability, Knowledge   * Knowledge of medical illnesses and and poor mental health * Administrative and organisational skills. * Empathy and the ability to work with students. * Ability to maintain a students dignity using discretion in dealing with sensitive information * Ability to deal in a professional manner with all internal and external contacts * Remains calm in a crisis with decisive decision making * Provides mental health interventions | | D | | A,I  A,I  A i  A,I    A,I  A,I |
| Personal Qualities   * Have active listening skills, interpersonal skills and the ability to deal with sensitive situations. * Have a discerning judgement to manage situations relating to the safeguarding of students. * There could be the requirement to make home visits for which an appropriately insured vehicle needs to be available to use. | | D | | A,I  A,I |

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.