



## NORTHAMPTON SCHOOL



### JOB DESCRIPTION

*The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

**NAME:**

**POST:**

**Appointed Person for First Aid**

Point ? (NSB Support Scale range 2-3)

37 Hours a week, 39 weeks

8:00am-4:00pm Mon-Thurs

8:00-3:30 pm Fri

30-minute unpaid lunch break (varies due to First Aid)

**LINE MANAGER:**

TBC

#### **All staff are expected to:**

- uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- promote fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- ensure that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law
- treat students with dignity and at all times observing proper boundaries appropriate to a professional position
- have regard for the need to safeguard students' well-being, in accordance with statutory provisions
- uphold school policy and practice, promote actively the agreed policies of the school and implement the Code of Behaviour and Dress Code as a matter of routine
- follow agreed school policies for communications within the school
- ensure that accommodation is treated with respect and in line with any Health & Safety procedures
- play a full part in the life of the school community, to support its distinctive mission and ethos, and to encourage staff and students to follow this example
- comply with the school's Health & Safety Policy and undertake Risk Assessments as appropriate
- be thoroughly professional and demonstrate consistently high standards of personal and professional conduct
- maintain high standards in their own attendance and punctuality
- work as a member of the support staff team and to contribute positively to effective working relationships
- communicate effectively with fellow members of the team
- be courteous to colleagues and provide a welcoming environment to visitors and telephone callers
- comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

The duties of teacher support staff will include any activities which allow the teaching staff to become more effective in the classroom.

**The specific roles and responsibilities of this post will include:**

- Be the 'Appointed Person' for First Aid provision across the NSB Trust.
- Take charge of First Aid arrangements for the NSB Trust.
- Phone the emergency services when required.
- Be willing and able to undertake the First Aid at Work (FAW) level certificate, and be willing to increase awareness of specialist areas including Diabetes, Epi Pen, Allergies, Infectious Diseases etc.
- Be the primary First Aider for the NSB Trust.
- Administer medication to students with specific, known medical requirements and maintain accurate records.
- Make the decision to contact parent/carer to inform them of a medical incident or treatment or when student is required to be collected or taken to hospital.
- Code registers as appropriate when student is kept out of lessons or sent home.
- Ensure all First Aid Containers across the site are checked weekly and record observations.
- Ensure Travelling First Aid kits are ready to use.
- Ensure First Aid stock and equipment is in date and replaced when required.
- Order stocks of First aid Supplies, equipment, and Defib Pads/batteries.
- Test the AEDs (Defibrillators) fortnightly and record observations.
- Be responsible for maintaining the accident reporting system (Accident Book) and liaise with to produce reports for the NSB Trust Board.
- Maintain the First Aid staff training register and organise with support of Line Manager training sessions to ensure staff are suitably trained for the activities they are undertaking and that there is adequate coverage of First Aiders as per the annual First Aid Needs Assessment conducted by SLT i/c H&S and our external H&S consultant, Judicium.
- Liaise with the school nurse and team regarding county wide staff training such as Diabetes, Epi pen etc. and organise the training sessions for relevant NSB Trust staff.
- Liaise with the Northamptonshire IMMS team. Arrange, organise and lead the immunisation programmes held within NSB Trust schools.
- Maintain the First Aid room (Medical Room), liaising with the Cleaning team, Estates team and SLT i/c H&S.
- Ensure that First Aider provision is always available when the school site is open for NSB Trust staff and students.
- Regularly inform staff about First Aid practices, procedures, and updates.
- Daily monitoring of student absence line mail box each morning and promptly record absence on the school register with the appropriate code.
- Make 1<sup>st</sup> day morning phone calls to parents and carers when no reason has been given for student absence.
- Prioritise 1<sup>st</sup> day morning phone calls based on known individual student risk factors.
- Identifying late students and reporting to Form Tutors for action on a daily basis;
- assisting with pupil welfare issues;
- dealing with enquiries from pupils, staff and the public by telephone and in person,
- ensuring that messages are passed on efficiently and speedily;

**Most common clerical support duties are some or all of:**

- word-processing of correspondence, reports and documents, data input
- assisting with preparation of classroom / display materials
- ordering of stock; checking deliveries and following-up outstanding items; maintaining records of same
- dealing with enquiries from pupils, staff and public
- operation of reprographic equipment
- filing
- other office duties (e.g. opening/sorting/distributing mail, screening callers - both personal and telephone, recording of minutes of meetings)
- main reception/student services cover
- any other duties as requested from time to time by the Headmaster or his agent, for which appropriate training will be given as necessary. These duties may include for example:
  - general clerical and administrative support
  - exam invigilation
  - collation of papers for large mail shots

A requirement of this post is that the post holder completes First Aid at Work training (HSE approved) and maintains the qualification.

*(Job Descriptions are not exclusive or exhaustive and the nature of the role entails that the postholder may be required to carry out additional duties as reasonably required.)*

The school 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.

The school has a strict uniform policy with office dress code for Sixth Form students. It is therefore expected that staff will also follow the same high standards.

**This post is subject to an Enhanced Disclosure and Barring Service (DBS) check.**

June 2024