

JOB DESCRIPTION & SPECIFICATION

Remit:	Dukes Aldridge Academy (Tottenham)
Job Title:	Lead First Aider and Administrator
Reporting to:	
Contract Basis	22 hours per week, term time only
Salary	£25,000 pro rata (22hrs p/w, term time only)

Introduction

A fantastic opportunity has arisen for a qualified and experienced 1st Aider to provide a high standard of 1st aid assistance to our students together with the underpinning administration required by school processes and health and safety regulations.

In addition to the above, the successful candidate will be responsible for providing the school with aspects of safeguarding administration such as creating new users on CPOMS, allocating and monitoring safeguarding training and producing safeguarding reports for school governors together with attending meetings and taking minutes.

This role is based in Tottenham on part-time term time only basis.

Successful candidates for this role must be a qualified and experience first aider and experience administrator and have comprehensive administration experience with good computer skills.

Overall Purpose of the Role:

- Lead on first aid to all students ensuring all school processes are followed. Updating relevant spread sheets, databases accurately and timely on a day to day basis.
- Responsible for providing comprehensive administrative support for student safeguarding including CPOMS, reports, meetings, minutes for governors.

Key Duties and Responsibilities:

First Aid

- Administer first aid as an identified first aider in school and maintain relevant first aid qualifications

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- Administration and storage of essential medicines as and when required in line with the school policy
- Maintain first aid cabinet and first aid kit, managing and ordering supplies.
- To assess students' medical needs and administer appropriate medical treatment escalating more serious matters accordingly.
- File and update records both manually and electronically on school systems such as accident log, SIMS student profile, xxxxxx.
- Contact parents when a pupil needs to go home unwell.
- Record pupil attendance when sent home unwell.
- Liaise with pastoral teams regarding pupil medical information and needs.
- Liaise with parents/guardians when students need to go home.

Safeguarding

- Carry out CPOMS & Safeguarding training for all new starters.
- Receive notifications of incidents logged onto CPOMS and upload relevant information to student's files.
- Assisting all staff with any issues regarding logging on - both the safeguarding team, who are required to have a 2-factor authentication in place, and general staff.
- Provide a safeguarding report to Governors for each meeting, completing the template submitted by the Trust.
- Assist with completing safeguarding audits to return to local authority and the Trust.
- Arrange external safeguarding training.
- Maintain the training records of staff in terms of safeguarding online courses.
- Attend SSP meetings twice a week and taking minutes.

Other Responsibilities

- To fully understand all aspects of SIMS operation in order to ensure its efficient and effective use within the academy
- Be prepared to undertake professional development and training including whole academy inset
- Participate in Academy appraisal scheme, including target setting and review
- Undertake any other clerical duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined
- Carry out duties placed on staff by Health and Safety legislation
- Adhere to all Health and Safety policies agreed by the academy's Governing Body

Operating at all times within the stated policies and practices of Schools and the wider Trust.

Abiding by and practicing the Aldridge Education Operating norms:

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- The standard is excellent
- We champion equality
- We're in the work together
- We behave with integrity
- We lead by example
- We use time well.

General Responsibilities Common to All Staff

- Maintaining confidentiality, complying with the General Data Protection Regulations (GDPR) 2018, and following Academy procedures at all times.
- The nature of the work may involve the postholder carrying out work outside of normal working hours.
- The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the academy.
- To promote positive student conduct. To confront negative student conduct and take appropriate steps to deal with it.
- To comply with the academy's Health and Safety Policy and to ensure that working environments and working practices are employed by the postholder
- To promote the academy's equal opportunities policy and to work in accordance with it.
 - To carry out duties as may reasonably be required from time to time.

Equal Opportunities

- To know and adhere to the Trust and Schools' Equal Opportunities Policy and equalities legislation and implement in relation to job responsibilities in employment and service delivery.

Health and Safety

- To take reasonable care for his/her own health and safety and any other person(s) who may be affected by his/her acts or omissions at work, in accordance with the Health & Safety legislation.
- To co-operate with the Schools insofar as is necessary to enable it to comply with its duties under relevant health and safety legislation.

Safeguarding of Children Young people and Vulnerable Adults

To be aware of and work in accordance with the Trust's Safeguarding Child Protection Policies and Procedures in order to safeguard and promote the welfare of children and vulnerable adults and to raise any concerns relating to such procedures which may be noted during the course of duty.

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The post holder will be required to have a valid Enhanced Disclosure and Barring Service (DBS) certificate.

Requirements	Mandatory	Desirable
<i>Education, Qualifications and Training</i>		
GSCE English and Maths Grade C or above	•	
Qualified and experience first aider	•	•
Administration and office qualification		•
<i>Experience and Skills</i>		
Previous experience of working as a lead first aider	•	
Experienced administrator	•	
Advanced keyboard skills, software expertise, Word, Excel, databases	•	
Experience producing records, data, reporting to underpin first aid role	•	
Excellent written and oral communication	•	
Able to use own initiative and work alone when necessary.	•	
Extensive attention to detail with ability to maintain accurate and up to date records.	•	
Ability to meet tight deadlines and plan and manage own time effectively, well organised.	•	
<i>Personal Attributes</i>		
Ability and experience in dealing with confidential information, and keeping matters confidential	•	
Ability to work well under pressure with changing deadlines	•	
Excellent attention to detail and accuracy	•	



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Flexibility with tasks	<ul style="list-style-type: none">•	
Professional demeanour and solutions driven	<ul style="list-style-type: none">•	