

JOB DESCRIPTION FOR ACADEMIC YEAR 2020-21
SHIRE OAK ACADEMY

Employer	The Mercian Trust
Name of Employee	

All employment requirements to be performed in accordance with the provisions of the National Joint Council for Local Authorities APT & C handbook.

The job description is designed to supplement the above by highlighting those areas regarded by the Principal as being of specific relevance and importance to Shire Oak Academy.

You have a professional responsibility to be engaged in effective, sustained and relevant professional development throughout your career and have a contractual entitlement to effective, sustained and relevant professional development throughout your career.

Health and Safety

Apart from any specific responsibilities which may have been delegated to them, all employees must:

- a) act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons;
- b) observe all instructions on health and safety issued by the academy or any other person delegated to be responsible for a relevant aspect of health and safety;
- c) act in accordance with any specific H&S training received;
- d) report all accidents in accordance with current procedure;
- e) cooperate with other persons to enable them to carry out their health and safety responsibilities;
- f) inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger;
- g) inform their Line Manager of any shortcomings they consider being in the academy's health and safety arrangements
- h) exercise good standards of housekeeping and cleanliness;
- i) know and apply the procedures in respect of fire, first aid and other emergencies
- j) cooperate with the appointed trade union health and safety representative and the enforcement officers of the Health and Safety Executive

All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchase are considered.

Employees entrusted with responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities as appropriate are re-assigned in their absence. Such re-assignments must be approved by the employee's immediate superior.

1. Title of Post

First Aider

2. Salary and hours of work

Salary Scale: Grade 3 points 4-6

8.30 – 3.00 (1/2 hour for lunch) Term time (to include 5 training days)

3. Accountable and Responsible to:

Pastoral Manager

4. Main Purpose of the Job

- Day to day responsibility for first aid matters within the academy.

5. Accountable and responsible for the following key tasks:

- To assess first aid problems presented by students and staff, taking appropriate action in the event of an emergency and communicating with staff and parents as necessary

IF ANY MEMBER OF STAFF IS SUBJECT TO ANY CRIMINAL INVESTIGATION, CAUTION OR CONVICTION THEY SHOULD INFORM THE PRINCIPAL IMMEDIATELY.

- To accompany students to hospital in case of accidents (not in own vehicle) in an ambulance and remain with them until parents arrive
- To be responsible for administering prescribed drugs which are necessary to be taken by students during the academy day, ensuring that parental consent is obtained and recorded.
- To be responsible for the safe-keeping of prescribed drugs in a locked cupboard.
- To co-ordinate, administer and maintain individual Health Care Plans for students with specific medical needs in conjunction with parents and any other relevant health care professionals.
- To make arrangements for vaccination sessions held by the Local Authority for the relevant age groups of students, undertaking the necessary communication and ensuring appropriate records are completed and retained.
- To enter all student medical information into SIMS, maintain accurate records in accordance with new and changing medical needs, and inform staff of relevant information, including for all academy trips.
- To liaise with Heads of Year and pastoral staff regarding confidential medical matters
- To keep an up to date accident record book, including details of injuries, make required RIDDOR reports for accidents at work and report to the Health and Safety lead.
- To carry out monthly stock audits of all first aid resources throughout the academy and ensure they are replenished. Ensure all emergency first aid medical equipment is in good working order.
- Maintain and update the school policies - children with health conditions who cannot attend school and medical needs policy
- To attend to minor medical needs of pupils, such as administering plasters, bandages etc as required, and look after pupils who feel ill. To inform the Pastoral Manager in the event of more serious medical concerns and make the necessary arrangements for parents to be contacted.
- To meet with students returning to school after an injury which impacts mobility, hearing or sight and agree a personal emergency evacuation plan (PEEP), liaising with the Head of Year.
- To assist with the communications with feeder primary schools prior to the beginning of each academic year in order to ensure the smooth transfer of medical information for the new intake;
- To be aware of the Data Protection Act and other legislation to ensure confidentiality of records.
- To attend any relevant courses as and when required.

6. Further statement

This job description is effective from March 2021 and it replaces all previous versions. The contents have been agreed in discussion between the postholder and the academy.

Your duties and responsibilities may be amended from time to time as determined by the Head teacher following consultation.

You should sign two copies of this job description. You should retain one and you should forward the second copy to the Principal.

Date

Your signature

Headteacher's signature

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