



Highclare School

Job Description: First Aid Administrator

Job Purpose

As a member of the Highclare School support staff, the post holder will be responsible for providing support to the School Nurse and facilitating a high quality service of first aid to the school community.

Duties and Responsibilities:

- To provide first aid support as required.
- To be responsible for all first aid supplies across all school locations
 - Check on a monthly basis, or more often if required,
 - Maintain a log of checks
 - Re-order replacement supplies in good time
 - First aid kits
 - Check on a monthly basis, or more often if required
 - Replenish contents as necessary
- To provide administrative support for school trips / fixtures
 - Provide first aid kits, medication and health information (Highclare Senior School only)
 - Review trip folders contain the correct information for pupils taking part and that care plans and instructions are clear and accessible for staff
- To be responsible for all medication stored at School
 - Ensure all medication is within its official 'use by' date.
 - Liaise with SIMS administrator to record this information on SIMS, updating as necessary
 - Contact parents for replacement in advance of expiry dates
- To be responsible for ensuring staff have relevant information on pupils with medical needs
 - Provide support to school nurse in preparation of care plans / alert cards
 - Ensure expiry dates are monitored and reviewed by school nurse and parents and updated, contacting parents as necessary
 - Liaise with SIMS administrator to record this information on SIMS, updating as necessary
- To attend school events, including evening prize-giving events, to provide official first aid cover as necessary
- To facilitate the first aid training of school staff as required
 - Liaise with senior leadership and school nurse to arrange appropriate training dates and venue
 - Monitor expiry dates, ensuring updates are scheduled well in advance
 - Maintain an up-to-date record of training (appendix to first aid policy)
 - Liaise with Training Provider, ICT and catering as required
- To adhere to the ethos of the school
 - To promote the agreed vision and aims of the school
 - To set an example of personal integrity and professionalism
 - Attendance at appropriate staff meetings, INSET and staff training days.
- To carry out any other duties commensurate with the grade in order to ensure the smooth running of the school.

Highclare School is committed to safeguarding and promoting the welfare of its pupils. There is a legal requirement to provide satisfactory replies to List 99 enquiries which are obtained in the form of an Enhanced Disclosure from the Disclosure and Barring Service.