



FIRST AID LEADER (Reception to Year 11)

TERM TIME ONLY 8.15am – 4.15pm

SALARY £14,876

JOB DESCRIPTION

To provide the leadership and management of first aid across school.

We require a qualified First Aid Coordinator who is able to manage and deploy a team, including themselves, of staff that are able to provide first aid care for the whole school community.

This role would suit an experienced first aider or someone who is keen to progress to this level. Experience of working in occupational health and/or as a British Red Cross / St John Ambulance volunteer would be advantageous.

The successful candidate will be in possession of a current First Aid at Work certificate and Paediatric First Aid or equivalent and an enhanced DBS certificate.

The role and responsibilities of the First Aider Coordinator are as follows:

- To provide first aid care as appropriate to the 630 students and 60 staff on the school site
- To manage, deploy and oversee the rota for those other members of staff who administer first aid
- To liaise with parents and the SENCo to ensure that the medical needs of all students and prospective students are planned and catered for
- To liaise with the SENCo to ensure that the medical information on the SEN register is up-to-date and accurate
- To maintain the medical register and update any associated medical care plans as required to ensure compliance with The King's Academy's legal responsibilities and national good practice
- To monitor, maintain, deliver and/or arrange for staff training such that the experience, qualifications and availability of first aid trained staff is sufficient to meet the needs of the Academy
- To add and update medical plans.
- Update relevant policies for First Aid in line with current legislation.
- To respond to first aid calls as necessary within the school day
- To support students in need of care
- To record all treatments in the incident report book/ Management Information System
- To accurately record student and staff treatments.
- To ensure that the administration of paracetamol is compliant with parental consent, and to ensure that accurate records of the administration of paracetamol are kept
- To monitor, order and maintain stock for all first aid kits, eye wash kits and burns kits as appropriate
- To work and liaise with the visiting School Nurse
- To maintain the medical room to a professional standard and in line with school policy
- To provide support at specified Academy events where a First Aider may be needed
- To provide first aid training to students as appropriate
- To be familiar with and to adhere to current Health and Safety legislation and related school policies
- To support school trips as required.



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- To fulfil any other duties as reasonably required by the Principal.

The Emmanuel Schools Foundation is committed to the safeguarding of children and all staff are expected to ensure that Christ's College is a safe and secure environment for our students.



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PERSON SPECIFICATION

	CRITERIA	Essential / Desirable
Personal Qualities	Strongly self-motivated and personally resilient	E
	Exceptional levels of personal integrity, discretion honesty, reliability, and self-awareness	E
	Strong intellect underpinned by a clear moral compass, instinct and intuition	E
	Conscientious and diligent work ethic	E
	Exacting standards, with high levels of attention to detail and accuracy	E
Professional Dispositions	Commitment to the College's Christian ethos and educational purpose	E
	Pro-active in using initiative	E
	Creative, constructive, insightful, and innovative approach to problem-solving	E
	Track record in excellent customer service	E
	Willingness to take a hands-on approach as necessary	E
	Ability to work under pressure, prioritising own and others' workloads to meet specified deadlines, in a situation with frequent interruptions	E
	Flexibility, on occasions and within reason, in approach to working hours	E
	Evidence of learning beyond the workplace	D
Qualifications	5 GCSEs or equivalent A*-C, including Maths and English at C or higher. A-levels or equivalent.	D
	First Aid at work certificate	E
Experience	First aid experience for at least 2 years	E
	Able to work effectively as part of a team	E
	Working within a school environment for at least 2 years	D
	Fulfilling requirements as stated in our job description.	E
	Experience of working in occupational health and/or as a British Red Cross / St John Ambulance volunteer	D
Knowledge	Interest in keeping up to date with latest first aid practices and legislation in schools and, where relevant, elsewhere	E
	Excellent levels of literacy	E
	Familiar with Microsoft Office applications (esp. Word, Excel, PowerPoint)	E
General Skills	Ability to plan, organise and prioritise effectively	E
	Ability to use Management Information Systems, especially if educational (e.g. Facility ePortal, Bromcom).	D
Communication skills	Firm but tactful and diplomatic; friendly, professional, and able to communicate effectively, confidently and accurately both orally and in writing to a range of audiences.	E
	Complete discretion and confidentiality	E