

**ST MARGARET'S**  
SCHOOL

## **Junior School First Aider & Wellbeing Assistant**

**Term time only, 10:00 – 14:00 Monday to Friday**

**Required as soon as possible**

We are seeking to appoint a confident, caring and organised person to join our team in the role of Junior School First Aider and wellbeing Assistant. This role will require applicants to assess the medical and welfare needs of students and staff, and administer front-line First Aid. The successful candidate will ensure that pupils with ongoing medical needs are supported in school in line with their Individual Health Care Plans, administer approved medication to students and support the sister in maintaining records and reports, including those for statutory requirements. The right candidate will also support the DSL and pastoral matters linked to the children's wellbeing, child protection and safeguarding.

Applicants must hold a full paediatric First Aid certificate as a minimum requirement, first aid at work is also preferable, previous nursing experience is also welcome.

For further information and to apply for this vacancy, please visit our website: <https://www.stmargarets-school.org.uk/work-with-us>

**Application closing date: Monday 4 October @12pm**

**Interview date to be confirmed**

Suitable candidates may be interviewed before the closing date and St Margaret's School reserves the right to withdraw the position if an early appointment is made.

St Margaret's school is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. St Margaret's School is an equal opportunities employer.

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SCHOOL

## Job description

<b>Job title:</b>	<b>Junior School First Aider &amp; Wellbeing Assistant</b>
<b>Reporting to:</b>	<b>Head of Junior School</b>
<b>Hours:</b>	<b>Term time (including INSET days), Flexible hours may be discussed – but suggested model 1000 – 1400 five days a week.</b>

## Main Duties & Responsibilities:

### Medical

- To assess First Aid problems presented by pupils and staff, taking appropriate action in the event of an emergency and communicating with staff and parents as necessary.
- To work with the school nurse and be responsible for administering prescribed drugs which are necessary to be taken by pupils during the school day, ensuring that parental consent is obtained and recorded.
- To be responsible for the safe-keeping of prescribed drugs in a locked cupboard.
- To liaise with partner schools in order to assess pupils' potential medical needs prior to their attendance at the school.
- 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 SMT in the event of more serious medical concerns and make the necessary arrangements for parents to be contacted.
- To advise on general health matters as presented by the staff and pupils, and communicate with parents as appropriate.
- To work with the school nurse to keep an up to date accident record book, including details of injuries, make any required RIDDOR reports for accidents at work, review for patterns and report to the Health and Safety Committee.
- To carry out monthly stock audits of all First Aid boxes and First Aid kits throughout the school (including those used for trips) and ensure they are replenished. Ensure all emergency First Aid medical equipment is in good working order.
- To maintain confidentiality of information acquired while undertaking duties for the School.

**Pastoral:**

- To support our Nursery and Reception pupils at lunch, ensuring a safe eating environment is kept at all times. Including supporting with allergy protocol and dietary preferences.
- The right candidate will also support the DSL and pastoral matters linked to the children's wellbeing, child protection and safeguarding.
- Ensuring school transfer logs are shared, up to date children's information is shared with all staff, as well as administration and front facing support for children's wellbeing and keeping children safe at all times.

**Other:**

- To deal with any lost property in the Junior School and first aid bags for duties are prepared.
- To undertake any other administrative duties, for example, reprographics work, typing, filing and covering reception when the Junior School Secretary needs relief.
- To support the smooth running and welfare of the Junior School pupils.

As a term of your employment, you may be required to undertake such duties as may reasonably be required of you, commensurate with your grade, as requested by your line manager. This will be agreed in advance with your line manager.

## Person Specification

The ideal candidate would be expected to show evidence of many of the following skills and qualities. The following table demonstrates qualities that would be considered essential or desirable and how these will be tested during the recruitment process.

Attributes	Essential	Desirable	How Identified
<b>Relevant Experience</b>	Experience of First Aid.	Experience of First Aid in a school environment or with young people.	Application form / interview and certificates.
<b>Education and Training</b>	Good general education to GCSE or A level or equivalent experience, with good level of numeracy and literacy as evidenced by GCSE or equivalent qualifications.	Attainment of any other health-related qualifications, particularly any involving child mental health and physical health issues.  Up-to-date recognised First Aid certificates.	Application form / certificates.
<b>Special Knowledge and Skills</b>	Ability to maintain detailed and accurate records.  Good administrative skills.	Defibrillator training.  Knowledge of local health professionals and the services they offer.	C.V. / certificates / interview.
<b>Other Skills and Abilities</b>	Confident, self-motivated and reliable.  Patient and friendly approach.  Ability to remain calm in stressful situations.  Ability to establish a rapport with young people and their families.	Ability to liaise effectively with a range of health professionals.	Interview.