



VERULAM
SCHOOL

Headteacher: Julie Richardson

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St Albans
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Job Description

Job Title:	First Aid Administrator
Responsible to:	School Business Manager
Main Purpose:	To lead on the delivery and administration of first aid to students and staff within the school, and to provide general administrative support to staff.
Hours:	37 hours per week for 39 weeks per year (Term time plus INSET days)
Contract type:	Permanent

Specific responsibilities

- Responsible for provision of emergency first aid to all pupils and members of the school community.
- Triage students presenting as unwell, providing appropriate emergency first aid and encouraging pupils back to class as soon as appropriate.
- Where necessary, make phone calls home and/or arranging to get pupil home.
- Ensure visits to the medical room, accidents treated, medicine administered are recorded daily
- Ensure all relevant parental consent forms to administer or carry medicine are obtained
- Liaise with local health authorities to organise immunisations, vaccinations and health checks, organise the day and supervise students.
- Advise parents of immunisation programmes and outbreaks of communicable diseases.
- Management of communication for consent on vaccinations.
- Record any medical or dietary requirements of new students.

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- Draft and update essential care lists of students with 'need to know' conditions i.e. allergies/medical requirements, EpiPen users and inhalers to post in all classrooms, staff room and canteen.
- Liaise with parents whose child has dietary requirements, organising meetings with ABM Catering ensuring that their child's needs within school are met.
- Support the Trips Administrator with event specific dietary and medical reports, identifying potential issues from student medical / trip forms, preparing medicines required to go out on trips.
- Ensure that the medical room facilities and first aid kits throughout the school are maintained, that all first aid supplies are replenished by regular inspection of stocks and dispensing records.
- Prepare the yearly Accident Summary Report for Governors and any other medical reports required by school.
- To provide general administrative support to staff.
- Support the Exams Officer with Exams when required.

General responsibilities common to all staff:

- To carry out duties as may be required from time to time commensurate with the overall responsibility of the post
- To comply and actively promote school policies, including Behaviour for Learning, Safeguarding, Equal Opportunities and Health and Safety.
- To promote positive student conduct
- To deal with all personal enquiries efficiently, sensitively and effectively, in a way that promotes a positive image of the school and maintains confidentiality.
- To participate in the School's performance management process
- To be smartly dressed, establish a business-like environment and promote excellent relationships and a positive ethos when communicating with students, staff, parents and external contacts.
- To undertake training and development relevant to the post

Person Specification

D = Desirable E = Essential

Qualifications

- Educated to A-level (E)
- Current First Aid certificate (E)
- Relevant degree, and/or qualifications (D)

General Knowledge, Skills and Personal Qualities

- Excellent organisational and administrative skills including the ability to work to deadlines and the flexibility to take on new tasks as they arise (E)
- IT literate (Word, Excel etc...) and a willingness to learn school specific systems (E)
- Experience of working in a caring role or a desire to do so (E)
- Strong written and oral communication skills and the confidence to work effectively with staff, students and parents (E)
- The ability to work in a team and to be flexible to the needs of the school (E)
- Excellent attention to detail and the ability to work accurately even when under pressure (E)
- Ability to be proactive, work as part of a team, to work independently and to think laterally and creatively (E)
- Willingness to adapt to changing needs and circumstances (E)
- Commitment to staff welfare, including being understanding, supportive and able to maintain confidentiality (E)
- Commitment to equal opportunities and the equal value of all members of the school community (E)
- Experience of health & safety systems (D)
- Experience of working in a school environment (D)

Review Arrangements

Progress on all aspects of this job will be reviewed on a regular basis with targets identified and agreed within the performance management process.

The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that over time the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of the responsibility entailed. Consequently, the school will expect to revise the job description from time to time and will consult with the post holder at the appropriate time.

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