



## Job Description

Post Title: First Aid Officer

Hours of work: 20 hours per week, term-time only

Purpose: Primary responsibility for the provision of First Aid to students, staff, visitors and contractors and maintenance of first aid supplies for the College.

The First Aid Officer will work collaboratively with all departments, and liaise on a regular basis with the Head of Faculty for Academic Support to ensure effective and efficient administration and delivery of all facets of First Aid services across the College Campus.

The First Aid Officer will ensure the First Aid Room is a welcoming, supportive, effective and efficient environment for students, parents, staff and visitors.

Responsible to:

The Principal, via the Facilities and Health & Safety Manager

### Main Duties and Responsibilities

- Attending to ill or injured students, staff or visitors around the College Campus in a timely manner
- Maintaining electronic records of student medical conditions and allergies
- Logging any disclosed medical information on to MyLoreto
- Producing student reports and recommendations for trips and visits
- Maintaining a well organised, clean and orderly First Aid Room
- Maintaining resources, equipment and stocks relating to First Aid
- Working with the Facilities and Health & Safety Manager in organising and facilitating training in First Aid for staff, including asthma awareness and anaphylaxis management
- Ensuring that all relevant staff members receive accurate and up-to date information regarding students with particular/serious/chronic health issues
- Ensuring that student medication is stored, managed and administered to agreed procedures
- Ensuring that student medication accompanies students when they are off-campus for any reason during the day
- Being responsible for the contents and usage of first aid kits at the College and when students and staff are involved in offsite trips and visits
- Maintenance of the First Aid Log
- Completion of all necessary forms for accident and/or incident reporting
- Working with the Facilities and Health & Safety Manager to identify patterns in accident statistics and finding potential solutions/remedial actions required
- Coordination of lunch-time and absence cover for the First Aid Room
- Working with the Student Services and Heads of Hall Teams to support student wellbeing, either on a drop-in or appointment basis, recording outcomes as appropriate on the Student and/or Safeguarding Log.

### General

- To be aware of any comply with all College policies and procedures.
- To be aware of equal opportunities and to demonstrate these principals in all aspects of work.
- To understand the College's Safeguarding and Health and Safety policies and to work within its guidelines.

### Staffing

#### Staff Development

- To undertake staff development
- To take part in the College's Appraisal Process

#### Deployment of Staff

- To ensure that appropriate arrangements for cover are made when absent
- To work as part of a team and to ensure effective working relations

### Quality Assurance

- To ensure the effective operation of quality assurance systems
- To contribute to the process of the setting of targets within the department and to work towards their achievement

### Marketing and Liaison

- To contribute to the College liaison and marketing activities
- To link with external agencies as appropriate

### Management of Resources

- To contribute to the maintenance of an attractive working environment

### Other

- To support the aims and objectives of the College
- To attend meetings as appropriate
- To undertake any other duties the Principal or their designated alternate may reasonably direct from time to time within the context of the Loreto College contract
- This Job Description is subject to periodic review and amendment
- To take all reasonable steps to ensure the security of any personal data relating to College employees or students, (either future, current or past) to which you have access, in line with the requirements of the College's Data Protection Policy and the General Data Protection Regulation (GDPR).

## PERSON SPECIFICATION: FIRST AID OFFICER

This person specification will be used in shortlisting and interviewing to select the best candidate. Each applicant should therefore address the person specification in their written application and, where appropriate, should give examples of how they met the criteria.

	Essential	Desirable	Method of Assessment
<b>Experience</b>			
Currently in a Senior First Aid role	x		Application / Interview
Experience as a First Aid Officer in a similar educational environment	x		Application / Interview
<b>Skills and Knowledge</b>			
Ability to exert calm authority in medical emergency situations	x		Interview
Ability to communicate clearly and calmly under pressure	x		Interview
High-level interpersonal skills and the ability to work within a team	x		Application / Interview
Strong organisational and time management skills, with an ability to prioritise tasks and meet deadlines	x		Application / Interview
Ability to work well under pressure and manage competing tasks with a high level of attention to detail	x		Application / Interview
Ability to build and maintain strong relationships with staff, students, parents and the wider College community	x		Application / Interview
Computer skills in the Microsoft Office suite including Word and Excel	x		Application / Interview
Ability to use, or to become proficient in the use of Loreto College's intranet, MyLoreto	x		Application / Interview
Safeguarding experience within an educational background		x	Application / Interview
<b>Qualifications</b>			
Fully First Aider trained	x		Application
Further AQF First Aid Certification		x	Application
<b>Attitude and Impact</b>			
Willingness to attend training sessions both on and off site		x	Interview
Demonstrated interest in ongoing personal professional development	x		Application / Interview
<b>Personal</b>			
Enhanced DBS Clearance*	x		Pre-employment check
Ability to meet the requirements of the Asylum and Immigration Act (to be legally employed to work in the UK)	x		Interview
<i>The College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.</i>			
<i>*this will follow an initial offer of employment</i>			

## SUMMARY OF MAIN TERMS AND CONDITIONS OF SERVICE

### First Aid Officer

This is a part time, term-time only contract working 20 hours a week from 10am until 2pm Monday to Friday. **You will however, on occasions, be required to work outside these hours to meet the requirements of the college.**

<b>Start Date</b>	February 2022 (or as soon as possible)
<b>Closing date</b>	Closing date for receipt of applications <b><u>10.00am on Monday 17<sup>th</sup> January 2022.</u></b> We will not be able to accept applications after this date, except in exceptional circumstances.
<b>Salary</b>	Salary will be points 18 on the Sixth Form College's Support Staff Scale, currently £28,499 full time equivalent (£13,066 actual amount).
<b>Interview date</b>	Candidates will be contacted by telephone/email regarding interview dates. Please therefore ensure this information is included in your application, along with any dates when you are not available for interview.
<b>Payment</b>	Your salary will be paid by BACs transfer into your bank account on the last banking day of the month, unless notified otherwise.
<b>Pension Scheme</b>	You will automatically become a member of the Greater Manchester Pension Scheme (unless you opt-out).
<b>DBS Clearance and safeguarding checks</b>	This post requires DBS clearance and is subject to Enhanced clearance from the Disclosure and Barring Service as well as a range of other safeguarding checks.
<b>Rehabilitation of Offenders Act 1974</b>	<p>The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.</p> <p>You are not required to provide details of criminal convictions at application stage. However, if shortlisted for interview you will be asked to supply further information, which will include spent convictions.</p>