

JOB DESCRIPTION

JESMOND PARK ACADEMY

POST TITLE:	First Aider and Well-being Assistant	
EVALUATION:	397 pts	GRADE: N4
RESPONSIBLE TO:	Wellbeing Manager	
RESPONSIBLE FOR:	N/A	
JOB PURPOSE:	Provide first aid, well-being and basic counselling support to the school and support to parents in accordance with school policies/procedures.	
MAIN DUTIES:	This list is typical of the level of duties expected of the postholder. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.	

Provide general care and welfare by responding appropriately to the social, emotional and physical needs of the school community including attending to those who are sick or injured and undertaking basic counselling during the school day

Liaise with parents, staff and external agencies to meet the requirements of pupils and the school.

Contact parents/carers to share information about their child regarding illness/feeling unwell in school.

Manage accidents and emerging situations where students require paramedic/ hospital attention and act in loco parentis for such accidents and emergencies to include accompanying students to hospital, should that be necessary or until such time that a parent/carer can be contacted.

Complete school record sheets for all students attending the Health Centre and complete Accident Forms as appropriate.

Work closely with and share sensitive information daily with the school Counsellor/Wellbeing Manager to support the work of the Health Centre and support students in school.

Responsible for whole school departmental first aid provisions and replenishment, keep accurate records of such information

Liaise closely with the attendance/year teams in order to monitor/track student's frequency of visits and identify any emerging patterns and/or concerns

Provide care and supervision for students feeling unwell in school until such time as they are able to go home.

Ensure that first aid equipment is operated, cleaned and maintained in accordance with manufacturer's instructions, ensuring that faults are rectified, recorded or reported promptly.

Collect, record, compile and present data both manually and electronically, in order to maintain a comprehensive, up to date paper and electronic filing and information system and respond to ad hoc queries where appropriate.

Co-ordinate the provision of first aid training for staff.

Administer medication to pupils in accordance with the school's policy and procedures (only where the postholder, in accordance with LEA guidance, has agreed to be the named volunteer for this task).

To assist in maintaining a healthy, safe and secure environment and to act in accordance with the School's policies and procedures.

To promote and implement the school's equal opportunities policies in all aspects of employment and service delivery.