



JOB DESCRIPTION & PERSON SPECIFICATION

JOB ROLE: First Aider & Admin Assistant

Reports to: Assistant School Business Manager

Grade: WFS 3

JOB DESCRIPTION

Overall Responsibilities:

The First Aider at William Farr CofE Comprehensive School plays a vital role in ensuring the health, safety, and well-being of all students and staff across both the Secondary School and Sixth Form.

This role is essential in providing immediate and effective first aid care, fostering a safe learning environment that aligns with the school's commitment to nurturing, respect, and excellence. The First Aider supports the school's vision by promoting a caring community where every individual's welfare is prioritised, enabling students to thrive academically and personally.

Key Responsibilities and Duties

First Aid Provision

- Deliver prompt and competent first aid treatment to students, staff, and visitors in accordance with school policies and statutory requirements.
- Manage day-to-day first aid incidents calmly and efficiently, demonstrating confidence in potentially high-stress situations.
- Administer care for injuries and illnesses, including minor cuts, bruises, and more serious emergencies until further medical assistance is available.

Accurate Recording and Reporting

- Maintain detailed and precise records of all first aid incidents, treatments given, and any follow-up actions required.
- Ensure that accurate documentation is completed in a timely manner and that records comply with school safeguarding and health and safety policies.

Training and Knowledge Maintenance

- Keep up to date with current first aid practises, procedures, and legislation relevant to a school environment.

- Demonstrate a willingness to undertake further relevant training and professional development to maintain and enhance first aid skills.
- Support the school in delivering first aid awareness and training sessions where appropriate.

Supporting School Health and Safety

- Contribute to the development and review of the school's health and safety and first aid policies.
- Work collaboratively with the designated safeguarding lead (DSL) and other staff to promote the safety and well-being of pupils.
- Assist in ensuring that first aid supplies, equipment, and facilities are well-maintained and readily available.

Administrative Duties

- To deal effectively with telephone calls, transferring callers to relevant staff and taking and passing on messages as required.
- To follow safeguarding procedures by issuing passes and lanyards to visitors, ensuring that visitors are signed into the school and checking DBS information for visitors.
- Communicating with parents regarding all aspects of school life, receiving and passing on information between parents and teachers in a timely manner with minimum disruption to lessons.
- To ensure that the reception area remains tidy and that literature and forms are updated and replenished as necessary.
- To receive and sign for all packages and deliveries

General

Be aware of and comply with all school policies and procedures particularly relating to child protection, equal opportunities, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Carry out all duties regarding the school's policies and codes of conduct.

Participating in training and other learning activities as required and to participate in appraisal and professional development.

Set high expectations of conduct, whilst acting as a good role model for others.

PERSON SPECIFICATION

Qualifications, Knowledge and Experience			
	Essential	Desirable	Assessment
GCSE Maths and English in Grade C/4 minimum	✓		Application
Experience in working in a school environment		✓	Application
Up-to-date knowledge of first aid procedures and the ability to apply them confidently	✓		Application/ Interview
Ability to remain composed and effective in emergencies or high-stress situations	✓		Application/ Interview
Strong skills in accurate and thorough record-keeping and reporting		✓	Application/ Interview
Clear and compassionate communication with pupils, staff, parents, and external medical professionals	✓		Application/ Interview
Eagerness to engage in ongoing training to maintain and improve first aid competencies	✓		Application/ Interview
Commitment to safeguarding and equality	✓		Application/ Interview
Personal Qualities			
Able to work independently and as part of a team	✓		Interview
Excellent attention to detail	✓		Interview
Reliable and punctual	✓		Interview
Ability to organise and prioritise workload to achieve deadlines	✓		Interview