



Harrow High School

Job Description

Post: First Aid Lead/Learner Services Officer (Maternity)

Salary range: H4

Hours: Monday – Friday: 36 hours term time only (plus 1 week during school holidays)

The purpose of the job is to be responsible for the effective operation of Harrow High School's medical/first aid function and taking a lead role in dealing with daily student queries and issues.

Line Management: The Welfare Officer will be line managed by the admissions and communications officer.

Accountabilities

- To be the school's First Aid lead attending to any medical needs and respond to emergencies whenever and wherever in the school
- Respond to learner requests for assistance with uniform items, communications with parents/carers, medical appointments, etc.
- Comply with the requirements of and act in accordance with the school's child protection procedures, passing on concerns about learner's welfare to the Designated Safeguarding Lead
- Comply with the school's medical policy
- Ensure compliance on the school's information security policies, maintaining confidentiality
- To keep accurate and up to date records regarding accidents and incidents involving learners
- To produce medical risk assessments and maintain accurate details of learner's medical details within SIMS/Arbor.

First Aid Lead/Learner Services Officer

Main Duties and Responsibilities

- To be the first point of contact for first aid and medical needs within the school.
- Keep logs of all incidents where medical attention has been required on SIMS/Arbor and send reports of incidents when requested by staff
- To input relevant accidents onto the incident portal for records of health and safety
- To liaise with parents/carers when a learner is unwell or needs medical attention
- To attend A&E with learners until the parents/carers can attend
- Liaise with the school nurse team and any other medical personnel regarding student medical conditions and creating care plans.
- To be responsible for the timetabling and running of immunisation/vaccination programmes.
- To attend training courses where necessary for any new medical conditions that require it.

- Maintaining and checking First Aid kits around the school ordering medical supplies promptly.
- Issue medication to learners
- Manage the storage of all learner medicines held in school with expiry dates; liaising with parents/carers regularly to ensure medicines held are kept in date.
- Ensure spare Epi-pens and asthma pumps/spacers are available in the medical room.
- Make regular spot checks to ensure that learners carry their asthma pumps/epi-pens as required.
- Produce medical risk assessments for injured or unwell learners, upload to SIMS/Arbor and distribute to relevant staff.
- To produce, maintain and disseminate Individual Health Care Plans, working with appropriate staff, parents/carers and medical professionals.
- To ensure staff understand how they need to respond to learners' medical needs, through simple guidance on common medical conditions (e.g. asthma attack, administering an epi-pen).
- To assist learners with their requests for information
- To work with the attendance and admission: take absence calls, late sign-ins, phone calls home, sign-out for appointments, etc.
- Maintain lost property, ensuring items are securely stored and returned if the owner is identified.
- Attend school events as and when required and with agreement
- To undertake break and lunchtime duties when required
- Work with Learning Walk Lead: alert any callouts on SIMS/Arbor, monitor and respond to learning walk callouts in particular for any relating to medical needs, record learning walk call-outs and their outcomes when required to do so

Other specific duties

- To undertake duties as specified by the headteacher not mentioned above
- To comply with any reasonable request from a manager to undertake work of a similar level that is not specified in the job description
- A responsibility to promote and safeguard the welfare of children in line with the school Safeguarding and Child Protection Policy

This job description is current at the date shown but, in consultation with you, may be changed by the Headteacher, to reflect or anticipate changes in the job commensurate with the salary and job title.



Person Specification

First Aid Lead/Learner Services Officer

Education, Qualifications and Training	Essential	Desirable
First Aid at Work qualification	Yes	
Good numeracy and literacy	Yes	
Experience of working in a customer facing role		Yes
Experience of working within a school or relevant experience		Yes

Experience	Essential	Desirable
Able to use initiative and remain calm under pressure, e.g. in a medical emergency	Yes	
Ability to use a range of software packages including Google & Gmail	Yes	
Ability to work effectively as part of a team	Yes	
Ability to work independently, be proactive and able to manage time effectively	Yes	
Have strong interpersonal skills	Yes	
Effective organisational skills	Yes	
Respond well to a changing environment	Yes	
Willing to undertake training and development	Yes	
An interest in education and working within an educational environment	Yes	
Ability to demonstrate, understand and apply the school values	Yes	

Special Requirements	Essential	Desirable
Evidence of a commitment to promote the welfare and safeguarding of children and young people	Yes	