



Job Description and Person Specification



Post Title:	Attendance and Lead First Aid Assistant
Responsible to:	Attendance and Lead First Aid Officer and general administrative support for pupil data and pastoral services
Hours, weeks and Salary	Band E, 37 hours per week, term time plus 8 directed days. Actual Salary £17,978 to £19,078

Main Purpose of Job

As a member of our Pastoral Services team the successful candidate will provide administrative support for our attendance and data functions and will also be one of our two lead first aid staff who provide first aid for pupils and staff and support the wider medical and personal needs of pupils. The post holder will be required to work in an administrative capacity across several support teams according to school priorities.

This is a uniformed post and uniform will be provided.

All postholders at Oakwood High School and the Trust are required to work at their designated level to support the implementation of all policies and procedures to achieve key targets. These targets are reviewed annually and adapted to meet the needs of our pupils.

The post holder will work in collaboration with a range of staff across the School and Trust in the discharge of their duties and will at all times work within and contribute to the legal, regulatory and policy frameworks of the School and wider Trust.

All staff are required to work in a way that encourages a positive work environment that is solution focused and proactive for all. We are all aiming for operational excellence.

For the purposes of this Job Description and Person Specification, Trust is Inspire Trust and all Academies working within the Trust. All duties outlined below are the responsibility of the post holder who will be accountable for delivery. Where there is specific connectivity with another post or the lead responsibility for an activity lies with another member of staff this is stated and will be expanded on in the Operational Schedule (or procedures) for this post.

Inspire Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, other workers and volunteers to share this commitment.

Excellent standards of behaviour, respect and learning depend upon the 'tone' set by all members of the Trust community. We build upon our strengths – together!

Main Duties of the Post (including Leadership, Accountabilities and Operational Activities).

A=Accountability (which means being responsible for something to somebody)

L= Leadership (guide, direct and influence the outcomes of)

O=Operational (day-to-day management and control of these activities)

1	Support for Staff and Pupils	A	L	O
1.1	Work in accordance with policy and national regulations and guidance deliver an effective and comprehensive Pupil Register of Attendance Service for all Pupils attending school, off site provision or other educational activity.	✓		✓
1.2	Work with staff, pupils, parents and other relevant parties to ensure accurate records are kept and that information on attendance is available to support positive actions to ensure/improve pupil attendance and to safeguard pupils.	✓		✓
1.3	Operate the pupil signing in and out system for all pupils leaving/returning to school during the school day (for appointments, off site provision, late pupils, etc). Ensure that the procedure 'Safeguards' pupils and is understood by staff, pupils and parents.	✓		✓
1.4	Use and develop school recording and reporting systems (currently SIMS, In Touch and Go 4 Schools) to support the attendance work of the school.	✓		✓
1.5	Data entry is required to a high level of accuracy ensuring attendance codes are input correctly and timely and that alerts are provided to parents/carers should pupils not attend. Analyse the completion of registers at key points notifying staff of errors and omissions and reporting to the Assistant Headteacher.	✓		✓
1.6	<p>Liaise with parents, carers, pupils, Education Welfare Officer (EWO) and other agencies on attendance/truancy/persistent absence/absence that cause concern; you may be required to deputise in the absence of other team members, this may include home visits, Attendance Panels and Punctuality Panels under guidance.</p> <p>Identifying pupils with excellent/most improved attendance, including organising and managing reward events, and acknowledgment through publicising success.</p>	✓		✓
1.7	<p>Generate and prepare statistics and reports on attendance matters as directed by the Attendance and Lead First Aid Officer/Senior Staff and as required by Governors, LA, EWO and other agencies as appropriate including:</p> <ul style="list-style-type: none"> • Preparing and displaying attendance data. • You may be required to deputise in the absence of the Attendance and Lead First Aid Officer and present attendance data at ARC meetings. • Display attendance data around school. • Prepare and deliver attendance assemblies at key times throughout the year. 	✓		✓
1.8	Liaise with other staff and agencies supporting any other issues relating to Pupil Attendance.	✓		✓

2.	First Aid	A	L	O
2.1	To provide First Aid assessment and treatment as necessary, within the scope of the Emergency First Aid at work training – both on referral of Pupils to First Aid by school staff and when attending a First Aid incident. Ensure all forms are completed and submitted.	✓		✓
2.2	As Lead First Aider you will assess pupil (or staff) needs and act accordingly either by: <ul style="list-style-type: none"> • Treating pupils (or staff) • Contacting parent/carer/ emergency contacts • Referring to emergency services/taking to hospital • Complete relevant accident at work forms and safety log. 	✓		✓
2.3	The post holder will act in support of the First Aid at Work Policy and Procedures and will have an input to this policy and procedure at its review date. The post holder will be required to hold and continually update HSE First Aid at work qualification and undertake other training to support the physical and medical needs of pupils (or staff).	✓		✓
2.4	Maintain and update the register of first aiders, school first aid boxes/ travelling first aid kits and other first aid equipment.	✓		✓
2.5	Provide support for the safety register, updating and logging all incidents and treatments.	✓		✓
2.6	Provide support and advice to other school first aid staff.	✓		✓
2.7	In liaison with other staff and agencies support any other issues relating to First Aid at school.	✓		✓

3.	Pupil Medical Needs	A	L	O
3.1	Liaise with the school Nurse. Organise, communicate and manage visits by the School Nurse to facilitate eye tests, injections, etc. Organise and support outside agencies (Immunisation Team) in the delivery of key information, forms and consents to pupils via assemblies and other key events such as Tutor Review Day.	✓		✓
3.2	Liaise with parents/carers and the EWO regarding pupils' individual medical requirements.	✓		✓
3.3	Ensure all accidents on school premises are reported and logged. Returning the appropriate forms to the Local Authority.	✓		✓
3.4	In liaison with other school staff and agencies support any other issues relating to Pupil Medical Needs at school including Risk Assessments for pupils with mobility issues.	✓		✓

4	Data and Pastoral Support Services	A	L	O
4.1	Provide administrative support for data and other pastoral services as directed by senior team members, this will include, amongst other issues; data entry and organisation in SIMs (the school information system), scanning and storing information, support for pastoral meetings, word-processing, spreadsheet input and other such administrative tasks.			✓

5	General
5.1	All employees have a responsibility for implementing all School Policies and procedures and working in accordance with the Code of Conduct for Staff.
5.2	All employees will be asked to work at their level on pupil interventions to meet pupil needs and school targets.
5.3	Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.

5.4	Understand Appraisal and Continuing Professional Development (including attendance and contributions to School INSET and Planning events). Recognise own strengths and areas of expertise and use these to achieve and to support others.
5.5	Be aware of and comply with policies and procedures relating to Child Protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person in accordance with policy and using CPOMs.
5.6	Contribute to the overall ethos / aims of the school.
5.7	All staff are required to establish good relationships with pupils, acting as a role model and responding appropriately to individual needs.
5.8	All staff are required to log incidents of poor or good behaviour via Go 4 Schools and refer to senior staff when necessary.
5.9	Attend work on a regular basis, punctuality is essential.

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Person Specification
Post: Attendance and Lead First Aid Assistant



Personal Skills Characteristics		Essential	Method of Assessment
1	Experience		
1.1	Knowledge/experience of working with young people or a school setting.	✓	AF/I/R
1.2	Ability to work as part of a team.	✓	AF/I/R
1.3	Having a flexible approach to day-to-day working and responding to the needs of the school.	✓	AF/I/R
1.4	Strong communication skills and the ability to follow instructions.	✓	AF/I/R
2	Qualifications and Training		
2.1	GCSE A* - C in English and Maths	✓	AF/CQ
2.2	ICT skills, including word processing at a minimum of Level 2.	✓	AF/I/CQ
2.3	Evidence of training or experience in administration or a related subject (level 2 or above) that would suggest suitability for the post.	✓	AF/I/R/CQ
2.4	Candidates will ideally hold an HSE Approved First Aid at Work Qualification or be willing to undertake this and be successful in achieving it and keeping it up to date. Other relevant training will be essential including updating on defibrillator use and EpiPen use.	✓	AF/I/R
3	Special Skills and Knowledge		
3.1	An awareness of risks and how to reduce risk.	✓	AF/I
3.2	Skills and knowledge to support the delivery of the tasks of the post.	✓	AF/I/CQ
3.3	Knowledge of school systems, procedures and methods of working; in particular; Attendance, First Aid and Medical Needs of Pupils.	Desirable	AF/I/R
4	Personal Qualities		
4.1	A genuine enjoyment of working with young people.	✓	I/R
4.2	An ability to stay calm and controlled in stressful situations	✓	I/R
4.3	An understanding of and commitment to equal opportunities issues both within the workplace and the community in general.		I/R
4.4	A commitment to the provision of anti-discriminatory and anti-oppressive practice.	✓	I/R
4.5	Conscientious, honest and reliable	✓	I/R
5	Mandatory Requirements		
5.1	A DBS check at an enhanced level (formerly CRB check) must be undertaken by all candidates and be satisfactory as a condition of employment with Inspire Trust.	✓	C
5.2	School posts are exempt from the Rehabilitation of Offenders Act, 1974; all current convictions, cautions and bindovers must be declared on the application form or provided in a sealed envelope addressed to the Headteacher. The 2013 amendments to the Act allow that minor spent convictions, cautions and bindovers do not need to be declared.	✓	AF

5.3	References that confirm suitability to work with children, reference must be provided from current/most recent employer. References will not be accepted from members of candidate's families or acting purely as a friend.	✓	AF
6	Physical Requirements		
6.1	Health and physical capacity for the role.	✓	I/R
6.2	A good attendance record in current employment, (not including absences resulting from disability).	✓	I/R

This specification has been prepared in accordance with the requirements of the Trust's Equal Opportunities in Employment Policy. We undertake to make any 'reasonable adjustments' to a job or workplace to counteract any disadvantages a disabled person may have.

Key to abbreviations: **AF** Application Form, **R** References, **I** Interview, **CQ** Certificate of Qualification, **OT** Occupational Testing (this method of assessment is optional but if used it may be at the shortlisting or interview stage – candidates will be informed), **DBS** Disclosure and Barring Service Check.

7. Effective Behaviours

The Trust looks for evidence from all candidates of effective behaviours which we value and have found to be consistent with high performance. Part of our selection process will be to assess whether candidates can demonstrate that they have exhibited these behaviours in their current or previous employment, education, voluntary or other activity. Candidates are advised to read the following carefully and provide examples of these in the 'Information in Support of the Application' section of the application form. Candidates should be prepared to discuss these in the interview process.

7	Effective Behaviours	Method of Assessment
7.1	Managing self and personal skills: Willing and able to assess and apply own skills, abilities and experience. Being aware of own behaviour and how it impacts on others.	A/I/R/OT
7.2	Delivering excellent service: Providing the best quality service to all pupils and staff and to external customers e.g. clients, suppliers. Building genuine and open long-term relationships in order to drive up service standards.	A/I/R/OT
7.3	Finding innovative solutions: Taking a holistic view and working enthusiastically and with creativity to analyse problems and develop innovative and workable solutions. Identifying opportunities for innovation.	A/I/R/OT
7.4	Embracing change: Adjusting to unfamiliar situations, demands and changing roles. Seeing change as an opportunity and being receptive to new ideas.	A/I/R/OT
7.5	Using resources: Making effective use of available resources including people, information, networks and budgets. Being aware of the financial position of the Trust and impact of decisions on this.	A/I/R/OT
7.6	Engaging with the big picture: Seeing the work that you do in the context of the bigger picture e.g. in the context of what the Trust is striving to achieve and taking a long-term view. Communicating vision clearly and enthusiastically to inspire and motivate others. Appreciating the role of others, their impact on you and your impact on them.	A/I/R/OT
7.7	Developing self and others: Showing commitment to own development and supporting and encouraging others to develop their knowledge, skills and behaviours to enable them to reach their full potential for the wider benefit of the Trust.	A/I/R/OT

7.8	Working with people: Working co-operatively with others in order to achieve objectives. Demonstrating a commitment to diversity and applying a wider range of interpersonal skills.	A/I/R/OT
7.9	Achieving results: Planning and organising workloads to ensure that deadlines are met within resource constraints. Consistently meeting objectives and success criteria.	A/I/R/OT

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