



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 £18,795 to £19,946 / FTE Salary £18,795 to £22,128

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.

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!

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.

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	Comply with all Trust policies and procedures and work 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 the needs and targets of the Trust. For support staff this will include First Aid (training will be provided).			

5.3	Be aware of and support differences and ensure all pupils and staff have equal access to opportunities to learn and develop.
5.4	Participate and contribute to Appraisal and the development of Service Delivery Plans and Operational Schedules.
5.5	All employees will undertake regular and routine continuing professional development (including attendance and contribution to internal Training and Planning events) to ensure that they develop and recognise their own strengths and areas of expertise and use these to achieve and support others and the aims of the Trust.
5.6	Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person in accordance with policy.
5.7	Contribute positively to the overall ethos / aims of the Trust including participation in appropriate networks and projects.
5.8	Establish constructive relationships and communicate with others (inside and external to the Trust).
5.9	Organise and support Academy and Trust events as requested.
5.10	Any other reasonable and appropriate duties as directed by Senior Staff at any Trust Academy.
5.11	All staff are required to work in a way that encourages a positive work environment that is solution focused and proactive for all.

Person Specification

Post: Attendance and Lead First Aid Assistant

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.

Personal Skills and 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	✓	AF

	amendments to the Act allow that minor spent convictions, cautions and bindovers do not need to be declared.		
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

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	Seeing the Big Picture Understand what your responsibilities are and how these contribute to the priorities of your team. Consider the varied impact your work could have on individuals with different needs and from other backgrounds. Gather information from both inside and outside of the Trust to inform your area of work.	A/I/R
7.2	Changing and Improving Review ways of working and suggest improvements, including how to make full use of new digital technologies. Learn new procedures and help colleagues to do the same. Query any issues that arise from changes in a suitable way. Respond in an effective and appropriate manner when emergencies arise.	A/I/R
7.3	Making Effective Decisions Use guidance, analyse relevant information and ask colleagues for input to support decision making. Identify and deal with any errors or gaps in information before making a decision. Consider the diverse needs of those affected by decisions and how it will impact them. Provide advice and feedback to support others in making accurate decisions. Ask others to clarify decisions when confused and query any issues that arise constructively.	A/I/R
7.4	Leadership Show enthusiasm for your work and take personal accountability for your role. Demonstrate responsibility for your own objectives. Act in a fair, inclusive and respectful way when dealing with others. Be considerate and understanding of other people's points of view. Understand and support the objectives of the wider team. Demonstrate consideration of the wider consequences of own actions.	A/I/R
7.5	Communicating and Influencing Put forward your views in a clear, constructive and considerate manner. Use an appropriate method of communication for each person such as an email, telephone call or face-to-face, taking into consideration their individual needs. Use plain and simple language, being careful to check written work for errors. Consider the impact of language used on different groups of stakeholders. Remain honest and truthful when explaining opinions. Listen and ask questions to ensure your understanding.	A/I/R
7.6	Working Together Proactively contribute to the work of the whole team and remain open to taking on new and different roles. Get to know your colleagues and build supportive relationships. Listen to alternative perspectives and needs, responding sensitively and checking understanding where necessary. Ask for help when needed and	

	support others when the opportunity arises. Be aware of the need to consider your own wellbeing and that of your colleagues. Understand that bullying, harassment and discrimination are unacceptable.	
7.7	Developing Staff and Others Identify gaps in your skills and knowledge and make plans of how to develop these. Take time to achieve development objectives. Listen to and act on feedback from colleagues to find areas you can develop. Share knowledge and skills learnt with colleagues to contribute to the learning and development of the whole team.	
7.8	Managing a Quality Service Gain a clear understanding of pupil/student needs. Plan, organise and manage your own time to deliver a high quality education to pupils/students. Act to prevent problems by identifying issues, reporting them and providing solutions. Keep colleagues up to date with progress.	
7.9	Delivering at Pace Always work with focus and pace to get the job done on time and to a high standard. Follow the relevant Trust policies and procedures. Use own knowledge and expertise to organise work. Keep focused on delivery and take responsibility for the quality of work produced. Keep a consistent level of personal performance. Keep managers and stakeholders updated on how work is progressing.	

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.