



HOE VALLEY SCHOOL

FIRST AID LEAD & ADMINISTRATION ASSISTANT

JOB DESCRIPTION AND PERSON SPECIFICATION

SALARY: £25k to £30k actual salary

The School

"Hoe Valley School is an inspiring environment at the heart of its community where every student's experience is personalised. Our students will learn to think independently, pursue their ambitions and achieve to their highest potential."

Hoe Valley School is

- An oversubscribed secondary school that opened in September 2015 to serve the local community of South Woking
- Delivering innovative and exciting lessons to years 7-13
- Committed to ensuring our students leave us with excellent academic outcomes, the skills to be 'work-ready' and the traits of excellent global citizens
- Following the National Curriculum, where Maths and English are taught every day
- A Google School with ICT fully embedded in all curriculum areas
- Committed to learning which is relevant with links to the 'real world' of business, higher education and the local community
- In a state of the art, new School completed in September 2018 on Egley Road, Woking
- Committed to supporting our staff to have a good work / life balance by offering longer school holidays, bespoke CPD programmes, minimising paperwork and meetings, and ultimately by trusting our staff to deliver excellent outcomes

The Role

The First Aid Lead & Administration Assistant will lead the delivery of immediate first aid across our school to students, staff and visitors. They will ensure that pupils with ongoing medical needs are supported in school in line with their individual Medical Plans, administer approved medication to students and maintain records and reports, including those for statutory requirements.

The position also includes other administrative duties in support of the wider school, making this role both varied and interesting.

Role Information

Contract: Term time, Permanent

Hours: Monday to Friday 8:00am-4:30pm

Salary: £25k to £30k actual salary (£29,226 to £35,071 FTE)

Start date: ASAP

Responsible to: PA to the Head Teacher and ultimately the Head Teacher

CORE RESPONSIBILITIES

First Aid

- To assess First Aid problems presented by pupils and staff, taking appropriate action in the event of an emergency and communicating with staff and parents as necessary.
- To be responsible for administering prescribed drugs, which are necessary to be taken by pupils during the school day, ensuring that parental consent is obtained and recorded.
- To be responsible for the safe keeping of prescribed drugs in a locked cupboard.
- To liaise with partner schools in order to assess pupils' potential medical needs prior to their joining HVS.
- To attend to minor medical needs of pupils, such as administering plasters, bandages etc as required, and look after pupils who feel ill.
- To inform the Deputy Head Teacher and Safeguarding Lead in the event of more serious medical concerns and make the necessary arrangements for parents to be contacted.
- To advise on general health matters as presented by the staff and pupils, communicating with parents as appropriate.
- To liaise with internal and external health agencies when appropriate and necessary including coordination of the annual immunisation schedule within school and with the local external NHS immunisation team.
- To co-ordinate, administer and maintain Medical Plans for pupils with specific medical needs in conjunction with parents and medical professionals (when appropriate)
- To meet with students returning to school after an injury which impacts mobility, hearing or sight and agree a personal emergency evacuation plan (PEEP), liaising with the Head of Year and Deputy Head Teacher and DSL.
- To support pupils returning to school after a prolonged period of absence.
- To work alongside attendance staff to help reduce school avoidance and reduce absence through medical reasons.
- To enter all student medical information into SIMS, maintain accurate records in accordance with new and changing medical needs, and inform staff of relevant information, including for all school trips.
- To liaise with the Heads of Year and Deputy Head Teacher regarding confidential medical matters.
- To keep an up-to-date accident record book, including details of injuries, make any required RIDDOR reports for accidents at work, review for patterns and report to the Health and Safety Committee.
- To carry out monthly stock audits of all First Aid boxes and First Aid kits throughout the school (including those used for trips) and ensure they are replenished. Ensure all emergency First Aid medical equipment is in good working order and maintain stocks and order medical supplies and equipment in order to ensure adequate emergency medical resources exist within the school.
- To take responsibility for the medical room and ensure this is kept clean and tidy.
- To maintain confidentiality of information acquired while undertaking duties for the school.
- To be responsible for own continuing self-development, undertaking training in both medical and pastoral areas and participating in annual appraisals.

Administration

- Work as part of the overall administrative team of the School to ensure the School runs smoothly and effectively at all times which may on occasion include small administrative duties, covering reception etc
- Participate in and attend meetings and training as appropriate, including CPD days
- To embody the School's values and represent the school in a positive manner at all time
- To take on any other duties as reasonably required by the Senior Leadership Team.

PERSON SPECIFICATION

Essential	Desirable	Assessment Criteria
Qualifications & Competencies		
Current first aid, CPR, and AED certification (e.g., Red Cross, St. John's Ambulance, or equivalent).		Application form
Strong ability to organise health records, schedules, and training programs. Detail-oriented and capable of maintaining accurate and confidential records.	Experience of using the OSHENS and RIDDOR reporting systems	Application form
Able to think quickly and effectively in emergency situations, with the ability to manage stress and make sound decisions under pressure.		Application form
Familiarity with child-specific health concerns, such as allergies, asthma, and epilepsy, and the ability to manage those situations appropriately.		Application form
Excellent communication skills, with the ability to interact compassionately with children, parents, staff, and healthcare providers.		Application form
Experience		
Prior experience in first aid or healthcare settings, with a preference for experience in schools or child care environments.	Experience in schools or child care environments.	Application form & interview
Evidence of successful sustained employment in a comparable working environment in Administration support	Experience of working in an administrative role in a school or educational setting	Application form & interview
	Experience of handling confidential and sensitive information	Application form, interview & reference
Skills and Attributes		
Alignment with HVS Values: C - Courtesy : model the calm behaviours expected of others in terms of consideration, professionalism, trust and respect		Application form, interview & reference

I - Integrity : fair and honest, trustworthy, committed to earn success through hard-work R – Resilience: Not giving up when times are tough, demonstrating endurance C - Community : A strong sense of responsibility to the community to improve the quality of the local environment for its residents L - Leadership : show leadership in thought and action, being open to new ideas and overcoming adversity to achieve success; communicating effectively E - Enthusiasm : a positive attitude towards life, passion, curiosity and a lifelong love of learning		
Excellent organisation skills with the ability to multi-task and effectively prioritise		Application form, interview & reference
Strong attention to detail where only the best is good enough		Application form, interview & reference
Excellent interpersonal skills with strong levels of numeracy and written and oral communication		Application form, interview & reference
Able to adapt to find practical solutions to problems		Application form & interview
Ability to remain calm, good humoured and strategic in challenging contexts		Application form & interview
Commitment to the ethos of the School		Application form & interview
Safeguarding		
2 satisfactory written references including from current/most recent employer		Application form & reference
A satisfactory enhanced DBS check		DBS process