**HOLY TRINITY ACADEMY**

**TECHNICIAN & EMERGENCY FIRST AID RESPONDER**

**Salary Scale 3**

**37 hours per week – term time + 5 PD days**

**Job Description**

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| **Job Purpose** |
| To assist the PE and Art department in its day-to-day running to ensure that all areas of the sports centre and art class are correctly set up to meet the requirements of lessons.  This role will also act as the primary responder to emergency first aid requirements during school time, along with first aid administration work. |
| **Major Tasks** |
| * Administer first aid to students and staff within the competencies of the first aid certification held by the post holder. * Be an advanced first aider (training can be provided) and arrange first aid training for others within the school. * Coordinate other first aider’s providing advice and support to others as necessary. * Respond to and maintain the school’s medical and first aid communication system. * Ensure that any first aid kits and supplies are stocked at all times. Be responsible for first aid kits used for field trips. * Supporting the maintenance of accurate pupil records on the school’s management information system. * Organisation of practical equipment, including preparation, cleaning and storage before and after lessons. Identify any equipment faults and report where necessary to the Head of PE/Art. * Administration tasks associated with the planning and implementation of PE activities and trips. * Assist with arranging fixtures, booking transportation e.g. school minibuses or coaches. * Liaise with the site team for PE requirements. * Maintain and assure accessibility of school owned PE kit for fixtures and tournaments. * To participate in training and other learning activities and performance development as required. * Safeguarding and promoting the welfare of children and ensuring they have a safe environment in which to learn |
| **Contacts & Relationships** |
| * Provide support to the teaching staff across the PE and art departments. * Appreciate and support the role of other professionals. * Attend and participate in relevant meetings as required. |
| **Creativity** |
| * Ability to use initiative to problem solve. |
| **Decisions** |
| * 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. * Be aware of, support difference, and ensure equal opportunities for all. * Contribute to the overall ethos/work/aims of the school. |
| **Management & Supervision** |
| * No line management responsibilities. |
| **Supervision Received** |
| * Supervised by the Head of PE and Art, also the Business Manager responsible for Health & Safety and First Aid. |
| **Complexity** |
| * Balancing a workload with conflicting priorities * Balancing strict deadlines with unpredictable demands. |
| **Resources** |
| * Operate relevant equipment/ICT packages (e.g. Word, Excel, databases, Internet). * Maintain the highest standards of confidentiality and data protection in a discreet and professional manner. |
| **Physical Demands** |
| * The level of physical demands would be that expected of a classroom based job with the occasional requirement to move PE equipment around. |
| **Working Environment** |
| * The role will involve working indoors in a classroom environment and outdoors in all weathers. |
| **Emotional Context** |
| * Nothing specific applicable to this post. |
| **Other** |
| The postholder will be expected to carry out any other duties as are within the scope, spirit and purpose of the job, commensurate with the grade. This job description is not an exhaustive list of duties.  The post holder will be expected to participate in training and other learning activities and performance development as required.  The postholder will be expected to actively follow School policies, including those such as Equal Opportunities, Human Resources, Information Security and Code of Conduct etc.  The postholder will be expected to maintain an awareness and observation of Fire and Health & Safety Regulations. |

**Person Specification**

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| **Criteria** | **Standard** |
| **Qualifications** | * Good level of education, NVQ3 or equivalent in a related area. * 5 GCSE’s including English and Maths. * Willingness and ability to obtain or enhance qualifications. * First aid qualification, or willingness to undertake first aid training |
| **Experience** | * Previous experience in an education setting is desirable but not essential as training will be given. * Experience of working as part of a busy team. * Use of varied ICT packages/software |
| **Knowledge** | * Knowledge of relevant polices/codes of practice & awareness of relevant legislation. |
| **Skills** | * Ability to work with a range of software applications. * Ability to work constructively as part of a team, understanding school roles & responsibilities and your own position within these. * Ability to work without direct supervision. * Ability to remain calm under pressure and show tact and common sense. * Good organising, planning and prioritising skills. * Methodical with good attention to detail. * Excellent numeracy and literacy skills. * Ability to relate well to children and adults. * Ability to identify own training & development needs. |
| **Personal style & behaviours** | * Takes responsibility and accountability. * Demonstrates a flexible and “can do” attitude . * Is adaptable to change, embraces and welcomes change. * Committed to the provision and improvement of a quality service. * Effective communicator. * Self-motivated and committed to delivering a high standard of work. * Ability to work well under pressure. |
| **Fluency Duty** | This post has been identified as a customer-facing role and therefore the School is required to fulfil their statutory duty under Part 7 of the Immigration Act 2016. The School is obliged to ensure member of staff in such roles are able to have a command of spoken English, which is sufficient to enable the effective performance of their role.  The role will need to understand with ease virtually everything heard or read, can summarise information from different spoken and written sources and can express themselves spontaneously and very fluently and precisely, differentiating finer shades of meaning even in the most complex situations. |

We will ensure, so far as is reasonably practicable, that no disabled applicant is placed at a substantial disadvantage. This person specification includes what we believe are fully justifiable essential and desirable selection criteria. Provided that the selection criteria unconnected with the disability are met, we will make ALL reasonable adjustments in order that someone with a disability can undertake the duties involved.

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| **Type of criminal records checks required for this post** | **Ticked as required** |
| None |  |
| Basic Disclosure |  |
| Standard Disclosure |  |
| Enhanced Disclosure | ✓ |
| Working with Adults - Regulated Activity |  |
| Working with Children - Regulated Activity | ✓ |

Information on types of criminal records checks is available at:

<https://www.gov.uk/disclosure-barring-service-check>