

JOB DESCRIPTION

Job Title: First Aider in Medical Room
Reporting to: Deputy Headteacher Pastoral

Grade/Salary Range: Grade D 5-9

JOB PURPOSE

- To provide an efficient first aid and medical service to the children, young people and staff at Trinity School.

MAIN DUTIES AND RESPONSIBILITIES

- Assessing first aid problems presented by students and staff and taking appropriate action.
- Supporting children with medical needs such as asthma, diabetes, epilepsy or mental health problems.
- Responsible for administering and safe-keeping of prescribed drugs.
- Advice on general health matters as presented by students and staff.
- To promote the physical and mental health of all students

PROFESSIONAL VALUES AND PRACTICE

- Have high expectations of all students encouraging them to live our school motto – 'Personal Excellence and Collective Responsibility'.
- Respect students' social, cultural, linguistic, religious and ethnic backgrounds.
- Build and maintain successful relationships with students, treating them consistently, with respect and consideration and to be concerned for their development as learners.
- Demonstrate and promote the same positive values, attitudes and behaviour that are expected from students and as outlined in the NAT Staff Code of Conduct.
- Work collaboratively with colleagues to meet the needs of all students (inc SEND students).
- To play a full role in the life of the school community.
- Carry out all aspects of the role effectively and to seek help, advice or guidance as necessary.

STAFF DEVELOPMENT

To take part in the school's staff development programme by participating in arrangements for further training and professional development.

- To continue personal development in the relevant areas.
- To engage actively in the Performance Management Review process.
- To work as a member of a designated team and to contribute positively to effective working relations within the school.

SCOPE OF JOB (Budgetary/Resource Control, Impact)

- No direct budgetary responsibility.

OTHER SPECIFIC DUTIES

To be responsible for ensuring that the Trust's Safeguarding policy is adhered to, ensuring concerns are raised in accordance with this policy, including logging information on CPOMs.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager or Headteacher to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This role has been identified as public facing in accordance with Part 7 of the Immigration Act, and therefore the ability to fulfil all written and spoken aspects of the role with confidence in English will be required. Conversing at ease with the public including students, answer questions and provide advice, including the use of appropriate specialist terminology relevant to the job role/profession and where necessary for an extended period of time.

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

Date: April 2026

Safeguarding Statement:

This School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. The post holder is responsible for ensuring they adhere to the School's Child Protection Policy and that any concerns are raised in accordance with this policy. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant pre-employment checks.

PERSON SPECIFICATION

Job Title:	
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KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications, Training and experience	<ul style="list-style-type: none"> • A relevant First Aid qualification • Willingness to attend Level 1 Child Protection Training 	
Competence Summary (Knowledge, abilities, skills, experience)	<ul style="list-style-type: none"> • Previous experience of carrying out First Aid duties • Excellent organisational and administrative skills • Excellent communication and interpersonal skills • Confidence in dealing with young people 	<ul style="list-style-type: none"> • Knowledge of an educational environment • Ability to use IT confidently.
Work-related Personal Qualities	<ul style="list-style-type: none"> • A flexible approach to working across the age ranges. • Actively enjoys working with children, has empathy and is sympathetic to their needs • Professionally discreet and able to respect confidentiality • Flexible approach to tasks • Confident and able to use own Initiative • 	
Other Work Requirements	<ul style="list-style-type: none"> • Suitability to work with Children • Fluent in spoken and written English to an appropriate level for the role. • Right to work in the UK. 	