



First Aid Lead and Administrative Support

Contract: Permanent

Hours: Part time, 27.5 hours/week (5.5 hours/day) term-time plus 2 weeks, 40 weeks/year

Salary: Grade 4

Responsible to: Office Manager & Assistant Headteacher, Pastoral

Purpose

To provide a high-quality, professional administrative and medical service that supports the daily operations of the school. As a primary point of contact for the school community, this role is essential in maintaining a welcoming, safe, and efficient environment. The post-holder will manage central administrative tasks while simultaneously overseeing student medical records and first aid.

Key Responsibilities

First Aid Lead

- Act as the lead first aider for the school, providing first aid support to pupils and staff as required.
- Maintain accurate records of all incidents and treatments provided.
- Manage and replenish first aid supplies and medical kits around the school.
- Coordinate care plans for students with long-term or complex medical conditions.
- Liaise with parents, carers and healthcare professionals as necessary.
- Ensure compliance with school policies and health & safety regulations.
- Deliver or coordinate basic first aid and healthcare updates for staff.
- Manage medical room ensuring hygiene, safety and confidentiality at all times

Reception & Communication

- Act as the professional face of the school, welcoming visitors, contractors and parents.
- Manage the visitor sign-in process, ensuring all safeguarding protocols (ID checks/lanyards) are strictly followed.
- Efficiently manage incoming calls, resolving queries where possible and directing others to the appropriate departments.
- Ensure accurate and timely message delivery to staff and students, prioritizing urgent communications.
- Serve as a central point of contact for students throughout the school day, assisting with queries regarding timetables, lost property and general school procedures

Administrative Support

- Utilise management information system (MIS) to maintain accurate student and staff records.
- Provide administrative support for specific functions such as school transport, student reporting and trip coordination.
- Liaise with internal departments and external agencies to ensure an effective administrative service.
- Draft professional correspondence, newsletters and internal documents with high attention to detail.

General

- To be responsible for your own ongoing professional development and training.
- Keep up-to-date with school policies and safeguarding legislation
- To support and contribute to the safety of students and wider organisation in line with general requirements.

This job description is not designed to be an exhaustive list of duties and responsibilities, but represents the current key areas of work. There will be additional duties and responsibilities explicit in the role.

The content of this post will be reviewed in consultation with the post-holder when necessary, and during performance management review, this process may, or may not result in a change to the level of responsibility appropriate to the grade of the post.