**Job Description**

**Duties and Responsibilities**

**(First Aider)**

1. Administer First Aid and medicine to all pupils as required in keeping with the school policies.
2. Storing and recording the administration of medication appropriately and ordering first aid supplies as necessary.
3. Maintain all First Aid bags on site and for school trips.
4. Set up allergy, tolerance and Medical reports as necessary.
5. Assist the School Nurse with medical and screening appointments.
6. Advise and train school staff and children in specific procedures which they could be expected to carry out in the absence of a trained nurse.
7. Keep Accident Book and send reports to appropriate authorities. Ensure that the highest possible standards of clinical procedures are maintained including updating children’s data from admission forms, parental updates on children’s conditions. Liaise with parents regarding children’s’ sickness/injury and pass on information.
8. Liaise with appropriate staff to help prepare referrals to the School Nurse and other professionals.
9. To update staff on any changes to welfare procedures.
10. Liaise with staff, parents and medical personnel ensuring the relevant staff are updated about all medical and incidental information.
11. Work to safeguarding procedures.
12. Ensure confidentially of all medical information.
13. Provide assistance with First Aid as required including giving out information on request and routinely on communicable diseases and contagious conditions.
14. Keep a record of medical supplies ordered.
15. To ensure Care Plans are in place and regularly reviewed, for all staff and pupils

**(Attendance officer)**

1. Supervise latecomers, ensuring they are recorded onto management systems.
2. Compile data on attendance and lateness and liaise with the EWO and attend weekly meetings with the Officer and deputy headteacher.
3. Compile data from management systems regarding the attendance of children
4. Compile and send attendance letters to parents
5. Advise and assist parents/Carers to maintain regular school attendance of their children
6. Monitor and track whole school attendance and punctuality and to send out letters were appropriate
7. Schedule and attend school based meetings with parents/carers as necessary
8. Collect and analyse data to enable identification and tracking of pupil data
9. To load new students onto systems and conduct welcome meetings
10. Lise daily with Deputy head regarding attendance.

**General**

1. To work under the remit of the office manager and deputy Headteacher
2. Carry out appropriate administrative duties as required by the Headteacher and office manager
3. To carry out all activities in line with the school’s policies for health and safety, safeguarding and child protection and equal opportunities.