



# BEVERLEY HIGH SCHOOL

## Job Description

<b>Post Title:</b>	Healthcare Adviser/Admin	<b>Point</b>	Grade 4 (old SP14)
<b>Responsible to:</b>	Wellbeing Manager/Office Manager Assistant Headteacher/Business Manager	<b>Hours of Work</b>	32.5 pw

### Main purpose of the job

Leading the team of First Aiders and providing a First Aid service and health advice to pupils and to staff.

#### 1. Medical

- i. Provides first aid in emergencies and summons emergency services when necessary.
- ii. Supervises pupils with self-medication and administers emergency medicine (e.g. epipen)
- iii. Formulates care plans in conjunction with other medical professionals and provides the necessary care and support to enable pupils with special needs (medical) to access education.
- iv. Maintains computerised pupil health records through regular liaison with parents and health agencies.
- v. Arranges and co-ordinates routine medical (including injections) checks by visiting School Health Team.
- vi. Liaises with the NHS School Nurse.
- vii. Maintains stock of FIRST AID supplies throughout the whole school and requisitions replacement items within an approved budget.
- viii. Provides advice and support to staff on the appropriate first aid provision for school visits and journeys. Provision of supplies for trips
- ix. Organises mandatory First Aid Training and continuing update and support. Maintains and updates staff records of First Aid Certification

#### 2. Welfare

- i. Provides welfare support to both pupils and staff, and work closely with Attendance Officer to improve attendance.
- ii. Advises staff on health/welfare issues for pupils undertaking work experience and school trips.
- iii. Provides advice to pupils and staff on health and welfare issues.
- iv. Records accidents and maintains accident book, liaising with staff, pupils, school Health and Safety officer and HSE
- v. Investigates accidents/incidents and provides reports to Governors, LA and HSE

### 3. Health Education

Support the school in a Health Education Programme by :

- i. Liaising with the School Wellbeing Co-ordinator.
- ii. Assist in maintaining the Wellbeing notice boards with appropriate and relevant Health Education information.
- iii. Providing training as appropriate.
- iv. Advises the Wellbeing Co-ordinator on materials for Wellbeing Days.
- v. Responsible for arranging training and where appropriate supporting the delivery to staff in First Aid and health and safety issues.
- vi. Representing the school at external meetings and disseminating information to staff and governors.
- vii. Promote awareness of local health strategies, to enable pupils to access appropriate services. (i.e. Chlamydia Awareness and Screening Programme;)
- viii. Liaises with School's Catering Contract on health eating and provision of special diets (ie Gluten Free)

### 4. Other

- i. Contribute to the review and update of health related policies for the Safeguarding and Wellbeing Governors' subcommittee.
- ii. In liaison with the Learning Support Manager provide Health Care Plans and Evacuation Plans
- iii. Assist with risk assessments for trips and other activities as required.
- iv. Supply First Aid and Fire Evacuation notices.
- v. Participation in school events and trips when required.
- vi. General Office administration duties including reception duties when required.
- vii. GDPR awareness training is essential (training will be given)

### 5. Whole School

Performs other duties as reasonably correspond to the character of the post.

### School Position in Organisation

