



Lead First Aid and Administration Assistant Job Description



Job Title: Lead First Aid and Administration Assistant

Responsible to: Office Manager

Grade: 3

Role purpose: Responsibility for running the student First Aid room and providing administrative support within the school office.

Roles and Responsibilities:

Medical

1. To act as the first point of contact for First Aid and manage the operation of the First Aid room
2. Deal with students with the aim of encouraging individuals to return to their normal lesson as soon as appropriate
3. Contact parents/carers to arrange to get the student home safely if they need to go home
4. Maintain up to date records of students with medical conditions and allergies
5. Liaise with the Pastoral Team and the Learning Support department so they can provide support for students
6. Support students with medical conditions and administer medication according to School Policy (training will be given)
7. Ensure safe storage, usage and disposal of medical supplies and drugs, within set procedures
8. Respond to first aid calls including the need for wheelchair assistance
9. Complete accident reports and notify the County Council of more serious accidents/incidents
10. Keep all first aid kits across the school fully stocked
11. Plan and coordinate arrangements for student vaccinations and ensure that the events runs smoothly, with the minimum of disruption to student learning
12. Maintain Health Care Plans under supervision of the Assistant Headteacher
13. Comply with school policies, for example, Supporting Students with Medical Conditions, Safeguarding, Data Protection and e-safety
14. Undertake training to keep skills and knowledge up to date.

Administration

1. Send school communications to parents/carers using the school messaging service
2. Help ensure efficient and effective administration by maintaining records and registers
3. Ensure the confidentiality of data and securing of equipment
4. Handle telephone calls and deal with queries that arise
5. Manage your workload in line with the school priorities

6. Assist in the preparation for and take part in school events, activities, trips and visits as required (e.g. Sports Day and Parents Evenings)
7. Observe confidentiality at all times
8. General administration as needed.

Miscellaneous

The postholder will be expected to have a good knowledge of the school's policies and procedures.

This job description sets out the main duties associated with the stated purpose of the post. It is assumed that other duties of a similar level or nature are not excluded because they are not itemised.

The duties of this post could vary from time to time as a result of new legislation; changes in technology or policy. In the case that duties change, appropriate training may be given to enable the post holder to undertake this new/varied work.

This post is for 30 hours a week (8:45am–3.15pm) 39 weeks a year. This is term time and 5 staff training days.

April 2026