

APPOINTMENT OF LEAD FIRST AIDER AND MEDICAL ADMINISTRATOR

Permanent | Term Time Plus



ST GEORGE'S
EDINBURGH



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MESSAGE FROM THE HEAD MRS CHANDLER-THOMPSON

Dear applicant,

Thank you for considering joining our welcoming school community at St George's in the beautiful city of Edinburgh. I have the great privilege of leading a dedicated and loyal team of staff who are committed to providing an inspiring environment for our sparky, confident and kind girls to grow up, learn and develop in. We teach and learn within a beautiful campus which inspires us every day. Whether it is the panoramic views of Edinburgh from our Upper School library windows, the secret leafy hideaway of our Fantastical Forest or the creative corners of the dedicated Arts buildings, the school is buzzing with the hum of activity and debate. St George's has been dedicated to educating girls since 1888, and the same guiding principles of boldness and vision sit at the heart of the school, albeit in an entirely different and modern context.

We welcome applications from potential staff who genuinely enjoy working with young people and who are committed to providing a warm and inspiring environment designed especially with girls in mind. Our school community is one where every individual is valued and we welcome a range of perspectives and insights. We always seek to ensure the education that we provide sets our students up well for their futures and is sector-leading. If this sounds like the kind of school environment you would like to work in, please do apply and I hope to meet you in person soon.

Yours faithfully



What makes St George's special?

Our warmth, expertise and personalised approach builds ambitious, fearless young women with personality. We amplify the voice of every girl and equip them to be robust, empathetic change-makers. Over 95% of girls achieve their first-choice destination after leaving school.

Why work for St George's School, Edinburgh?

- We are specialists in all-girls education since the days of our pioneering founders in 1888. We remain equally ambitious for students today by confronting stereotypes and enabling each girl to find and use their voice.
- We have a supportive, aspirational culture where staff inspire girls to achieve their best through positive relationships, high expectations and expert teaching.
- We firmly believe that we are equipping our pupils with confidence, resilience and self-belief which they will carry on through into life at university and beyond.
- We are a close-knit community where strong communication within the school, and the size of each section of the school, mean that girls are truly well known by their teachers, and feel connected with those around them.

We focus on the individual

St George's focus on the individual is paramount: each girl is encouraged in her distinctive talents and interests to achieve her true potential. Our emphasis is upon supporting each individual chosen pathway. Whatever a girl's ambitions and passions are, we help them get there. We are equally skilled at supporting applications to Oxbridge, to apprenticeships and highly competitive Art Foundation courses.

Opportunity and empowerment

St George's genuinely offers an all-round education. The breadth of choice in our academic curriculum, range of clubs and activities on offer, and the emphasis on giving a voice to the students helps to encourage an atmosphere of open dialogue. This means that every girl grows in knowledge of herself, has confidence in her own abilities and is comfortable in her own skin.

An all-through school

St George's is one of Scotland's largest girls' schools and the only all-through girls' school in Edinburgh for girls from 3 to 18 years. Boys are welcome in the nursery and to the end of P3.

Nearly 600 girls from ages 3 through to 18 flourish in their own sections of the school. Nursery accommodates children from the term of their 3rd birthday through to age 5; Junior School takes pupils from age 5 to 10 through P1 to P5. In our unique structure, Lower School follows for girls from ages 10 to 13 (P6, P7, S1); Upper School is the final phase from age 13 to 18.



Houldsworth House, the onsite boarding house, offers up to 50 girls from the UK and abroad, from the age of 10, a residential facility which adds an international dimension to our outward-looking community.

Houses: Pupils are attached to a particular house throughout their time at St George's and family members all belong to the same house.

Excellent levels of academic attainment

We figure consistently highly in the independent schools' league tables for Scottish Advanced Higher results. This success is a product of the all-girls' learning environment, inspiring and dedicated teachers and the personal support that we can offer to the girls.

The curriculum is coherent across the whole school and GCSE, as a two-year programme, provides an excellent foundation for moving on to Scottish Higher and Advanced Higher. We offer exceptional qualification pathways.

Students are highly motivated to achieve the best of their abilities. Most achieve their first choice of post-school destination. The Heads of Sixth Form and Careers are instrumental in ensuring the high quality of student welfare, the Sixth Form enrichment programme, careers guidance, work experience and UCAS applications which lead to meaningful destinations.

To offer further academic support to students, the extensive Support for Learning Department provides additional support and some teachers take on the role of academic mentors.

Co-curriculum

We run a co-curriculum that is character building – it fosters risk taking and thus develops courage and spirit. Our emphasis on learning outside the classroom, to support learning inside the classroom, is very important to us. We genuinely believe in a creative and balanced education hence the value we place upon a rich and diverse co-curricular and enrichment programme which broadens horizons and encourages ambition.

International perspective

We facilitate international education through global partnerships and exchanges. With overseas boarders and ESOL support, we prepare students to thrive in global opportunities.

Campus and facilities

St George's is situated on a spacious parkland campus with plenty of lawned landscaped school grounds and green playing fields in the popular, leafy residential area of Murrayfield.



Location

Located in the heart of Edinburgh, we have excellent transport links and access to a cosmopolitan, cultural hub.

Pastoral and community

The welfare, well-being and personal and social education of each student are of central importance. This is a central tenet of the girls' educational experience and is founded on excellent relationships throughout the school.

Our community is one where we want every individual to feel they belong and are celebrated. Open-mindedness and sense of shared aims within the community is reflected in a mutually supportive and welcoming staffroom.

We are a school where students from a rich variety of backgrounds (ethnic, national, geographical, linguistic and socio-economic) mix readily and easily. We consider ourselves to have broad horizons and value internationalism, in light of the global opportunities that we are preparing girls for.



Vacancy Description: LEAD FIRST AIDER AND MEDICAL ADMINISTRATOR

Job Purpose

To be the lead first aider for students and staff; to work closely with colleagues to support the care and support the health and welfare of all students and staff throughout the school, providing cover and support where necessary; to liaise with and work closely with the Deputy Head (Pastoral), the Heads of Year and the Student Welfare Managers by being a member of the welfare team.

The primary aims are to deliver effective and efficient first aid support and associated administration, maintaining the agreed standards of service to the students, staff and parents who make up the school community.

Accountable to

Deputy Head (Pastoral) and Head of Administration

Key responsibilities

To the School

- To work with colleagues to promote and maintain high standards of first aid.
- To be the lead first aider within the School.
- As lead first aider, to deliver effective and efficient first aid support throughout the School and support other first aid trained staff.
- An efficient, effective administrator, be able to confidently prioritise first aid provision, whilst ensuring all medical administration is up to date.
- To be responsible for the medical budget.
- To take part and attend all relevant meetings with colleagues and/or as required by the Deputy Head (Pastoral).
- To become familiar with and implement school policies, in particular those relating to Health and Safety, Confidentiality and Child Protection.
- To participate in all aspects of staff development as relevant to the role and the school, including attending appropriate training on in-service days.
- To participate in the school's system of professional review.



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- To help to create and promote an image of the school which is in accordance with its aims.
- To maintain high personal standards of punctuality and appearance.
- To seek the Head's authorisation for any anticipated absence from school; to give as much notice as possible of unavoidable absence through sickness.
- To be responsible to the Head and, on a daily basis, to the Deputy Head (Pastoral) or other such nominated member of the Senior Leadership Team.

To the Students

- To undertake relevant training in First Aid and minor injuries and to keep this up-to-date.
- To have an awareness of adolescent emotional issues, and an empathetic approach to psychological distress.
- To be responsible to the Head and Deputy Head (Pastoral) for providing relevant and timely support for student welfare.

To the Staff

- To work with other staff to maintain effective communication systems, particularly between the staff, parents and students.
- To work closely with colleagues to ensure students' medical records are created accurately maintained and communicated to the relevant staff in a timely manner.
- To support the organisation and administration of appropriate first aid course for staff, in line with regulatory and insurance requirements for the school.

To the Parents

- To organise the regular collection of up-to-date medical information from families and to liaise with families and relevant agencies, where appropriate.
- To communicate calmly, empathetically and factually any medical information relating incidents within the school day.

Medical Duties

- To work in close conjunction with Admissions regarding the collection of medical information from new joiners to the school.
- To have confidence to work as the Lead First Aider.



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- To administer First Aid and treat minor injuries as appropriate and contact parents/guardians if necessary.
- To accompany to hospital any pupil requiring emergency treatment during school hours, if the parent is unavailable or unable to be contacted.
- To administer medication supplied by a parent/guardian (with relevant training).
- To administer simple analgesia and other O.T.C. preparations (with parental consent) and with relevant training.
- To supervise and administer prescribed diabetic, asthma and allergy emergency medication; with relevant training.
- To assess the confidence and competence of other members of the student support team to administer homely remedies and to train them in doing so.
- To assist with the administration and organisation of any collective immunisation programme e.g. HPV, Flu.
- To maintain and replenish contents of First Aid Boxes and bags.
- To contribute to the Personal, Social, Health Education on First Aid topics.

Liaison

- To liaise with parent/guardians, Boarding House, other health professionals and members of staff as appropriate and pro-actively;
- To support the boarders and liaise with the appropriate GP on boarders' registration, medical and weekly surgery.

Record Keeping

- To maintain a record of visits to the Medical Room, treatment administered and outcome where relevant using the school's current database.
- To ensure pupil medical records are up-to-date, by receiving medical details forms from families via the school portal and current updating.
- To advise of any accidents to students or staff, in particular where hospital treatment is sought, and ensure the appropriate completion of the accident reporting system.



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- To maintain student confidentiality whilst being fully aware and conversant with the requirements of the Child Protection Guidelines.
- To help compile information for all staff of any particular medical needs of a student, within the framework of data protection and regularly remind staff to consult it.

School Trips

- To advise on First Aid, including the provision of First Aid bags.
- To be willing to consider accompanying school trips where deemed necessary by the medical needs of the student.

Additional

- To complete risk assessments, where needed, with support from the Health and Safety Lead To contribute to the writing of school policies relating to First Aid and medical provision.
- To maintain stock items in First Aid cupboard, check expiry dates regularly and organise re-stocking within the annual budget allowance.

Addendum

- The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Main Terms and Conditions of Employment.
- The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- The job description is not necessarily a comprehensive definition of the post. It will be reviewed from time to time as required and it may be subject to modification or amendment at any time after consultation with the post holder.



	Essential	Desirable
<u>Qualifications</u>		
Current First Aid and Resuscitation certificates or willingness to undertake training	X	
<u>Experience</u>		
Practical experience of Paediatric First Aid and competent management of minor injuries and the assessment of medical symptoms, without immediate involvement of a doctor or willingness to undertake such training	X	
Experience of working independently and using initiative and judgement to respond to queries, to resolve problems and to detail with unforeseen circumstances	X	
Experience of working with children and adolescents, or in a school environment	X	
Experience of implementing and administering systems (eg data input, checking and communication or keeping supplies up to date)	X	
<u>Knowledge, Skills and Abilities</u>		
An awareness of mental health issues experienced by young people	X	
The ability to deal with sensitive issues with compassion and understanding	X	
The ability to retain calmness under pressure	X	
A willingness to be flexible	X	
Basic counselling skills		X
Ability to handle and manage confidential data in line with GDPR/Data Protection legislation, as well as school policies on storage, handling and retention must be followed	X	
Ability to use the school database to maintain accurate and confidential log of all pupil visits to the medical room and to update medical records	X	
Ability to provide specific briefings and training on health education and clinical developments to staff as appropriate	X	
Ability to provide support and training to teachers and other staff on specific health needs / issues (e.g. use of asthma inhalers, diabetes care, epilepsy, head lice)	X	
Ability to effectively manage own work priorities, demonstrating self-motivation, initiative and resilience in achieving results and delivering work	X	
Proven ability to work cooperatively within a team and a willingness to help at all levels	X	
A confident, friendly, patient and pleasant manner; an approachable and open manner	X	
Excellent interpersonal skills and the ability to foster positive working relationships and deal with sensitive issues with discretion and empathy, and to maintain confidentiality	X	
Excellent verbal written communication skills	X	
Competent ICT user, familiar with Microsoft Office applications	X	
Enthusiastic administrator, with a keen eye for detail and willingness to spend time on administrative tasks	X	
Ability to ensure that the medical rooms and facilities are maintained to a high standard and that strict hygiene and safety rules are observed	X	
Ability to order medical supplies as required to ensure that the school is adequately equipped for the provision of First Aid, including trips and visits	X	
Ability to ensure the safe storage and disposal of medical supplies and drugs	X	
Ability to participate and provide First Aid expertise in the drafting and maintenance of the school medical procedures and policies in consultation with the SLT/medical advisor.	X	

Benefits package

- Reduced school fees and wraparound care at St George's School
- Pension contribution
- Staff lunches
- Access to school buses on school bus routes (small charge payable)
- Professional learning and development opportunities
- Employee Assistance Programme
- Generous annual leave entitlement
- Cycle to work scheme
- Opportunity to benefit from the use of school facilities; libraries; sports facilities etc
- Death in service benefit
- Opportunities for teaching staff to apply annually to undertake a collaborative professional development exchange / visit with partner school (s)
- Opportunity to join our community and contribute to social, music, drama and other events and activities

Hours of Work

37.5 hours per week.

Monday to Friday, 8am-4pm

Term Time Plus 8 days

Permanent

Salary Details

FTE Salary is between £24,000 - £26,000 per annum depending on the skills and experience of the appointee. Actual salary range of £19,355.18 to £20,967.62 per annum - pro-rata to reflect Term Time Plus working.

Key dates

Closing Date - 11th October 2024

