

JOB DESCRIPTION

Post:	College First Aid Responder
Responsible to:	Director of Operations
Salary:	£25,888 - £27,557 per rata (£23,041 - £24,527) Scale 5 Point 25-28 Full Time 37 hours, Term Time Only 40 Weeks
Conditions of Service:	Truro and Penwith College Conditions of Service.
Main Purpose of Job:	To offer First Aid assistance to students and staff.
Specific Duties:	<p>Responding in a timely manner to callout requests from First Aid staff, via radio or mobile phone (provided), when incidents require more significant time, paramedic care or hospitalisation.</p> <p>To provide First Aid guidance and support to students or staff within the guidelines of our First Aid Policy and procedure. This may occasionally include students who harm as a result of poor mental health.</p> <p>When required, accompany students to A&E, wait with them until their parents, carers or agreed responsible person arrives and then handover appropriately.</p> <p>Ensure the appropriate paperwork is completed, relevant staff are notified, and MIS systems are checked regarding any ongoing support requirements.</p> <p>Working with the Programme Team Leaders, ensure that student medical details are appropriately and correctly amended following any incident, if necessary.</p> <p>Supporting the Health & Safety Officer in upholding the highest standards of First Aid support for all staff and students</p> <p>Operation of the College's computerised Management Information System in order to undertake the above-mentioned administrative functions.</p> <p>To perform various duties associated with the College's operational and administrative functions as may occasionally arise.</p>

General Requirements: As a member of staff the post-holder will be required to further the agreed aims of the College by participating fully in the following:

The first six months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed.

To participate in the scheme for appraisal and review of performance adopted by the College.

The provision of a high-quality environment for student learning and associated activities.

Student Welfare and Support Services.

To be responsible for promoting equality and diversity in line with College procedures.

The development of a flexible and responsive institution.

To act responsibly in using resources including contributing and complying with efforts and initiatives to reduce carbon emissions.

To maintain the highest standards of professional behaviour at all times (including compliance with the staff Code of Conduct), with a positive and student focused approach.

College Promotional and Marketing Activities.

The safe and appropriate use of College equipment, premises and property.

Health and Safety Procedures as laid out in the College Health and Safety Policy.

Staff Development Activities.

General College Developments.

All members of staff must be prepared for changes in their responsibilities and work.

The postholder will also be required to undertake such other tasks as the Principal from time to time may determine.

All members of staff are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.

PERSON SPECIFICATION

College First Aid Responder

Ideally the person appointment will have the following personal skills, experience and attributes.

- Flexibility to occasionally remain with an incident beyond normal working hours (overtime may be claimed in accordance with our additional hours policy).
- Be a strong communicator with excellent interpersonal organisational and management skills.
- Confidence to resolve issues such as family support for onward transport when strictly necessary.
- A basic understanding of mental health and special needs conditions which might impact on your approach.
- Ability to plan, organise and work under pressure.
- A proven track record of working within an operational setting with an emphasis on first aid, notifiable illness, and reportable workplace occupational conditions.
- Self-motivated and personable – capable of working both as a team player and independently.
- Good communicator, both written and oral, within educational environments.
- IT literate with good computer experience and familiarity with IT systems.
- A genuine interest in helping to support and improve young people's lives.
- Ability to create and keep effective records and systems / audit compliance.
- Access to own transport is desirable as the post may require travel to and from the hospital and occasional duties which extend beyond normal working hours.
- A record of continued professional development.
- A nursing qualification, higher level first aid experience or paramedic qualification will be a significant advantage as well as previous experience within an educational setting.

The College is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list you could be fined or face a prison sentence.

Truro and Penwith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.