

St Peter's School, Bournemouth
Job Description

Casual First Aider

Post Holder

Salary Grade Grade C, Scale Point 4 - £13.48 (actual) per hour

Contractual Weeks Casual – Term Time only

Contracted Hours Casual

KEY ROLE AND RESPONSIBILITIES

To promote the health and welfare of all students and staff and provide medical assistance as required within confines of skills. The position is based at the Secondary School site in Southbourne, working in the Student Hub Medical facility. The part time First Aid Manager is overall responsible for the service – with handovers taking place on the part days worked. First Aid at Work qualification is required with regular updates and training provided.

MAIN DUTIES

Reporting to the Assistant Head (Pastoral) via the First Aid Manager, the First Aider is responsible for the following tasks:

To make an initial assessment of students and staff reporting sick or unwell to the Medical Room, administer first aid where appropriate and determine whether he/she is fit to remain in school or return to lessons/work. Contact parents/guardian/carer to arrange collection and advise accordingly.

To respond and assess emergency injuries/accidents on first call basis and determine whether emergency services are required, and authorise or contact directly.

Accident Reports are completed in full, with appropriate investigations and actions carried out prior to passing to the First Aid Manager, referring any urgent case to the Senior Leader on Cover duty.

Risk assess any student or colleague returning to school after a long-term injury or accident where mobility or vision is impaired (wheelchair, crutches, braces, supports etc.), to determine any mobility limitation – liaise with senior staff as appropriate.

Ensure the First Aid Manager is fully updated with any concerns on student welfare or first aid/medical matters, liaising directly with senior staff or outside agencies when appropriate.

Carry out all administrative tasks related to First Aid, including but not restricted to, ensuring that records are correctly kept and supplies are maintained both within the medical areas and first aid bags.

Liaise with the Medical teams who visit the school to administer inoculations or alike.

Supervise students in the medical room, including individuals placed in isolation.

When time permits, assist other colleagues with administrative tasks.

SUPPORT FOR THE SCHOOL

To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.

To contribute to overall ethos, work and mission statement of the school.

To undertake broadly similar duties commensurate with the level of the post as required by the Head teacher.

The purpose of this job description is to indicate the general level of responsibility of the post. In accordance with paragraph 80(d) of the National Conditions of Service it is pointed out that the detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

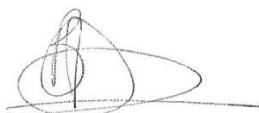
There may be the need to provide assistance or undertake such other duties as may be reasonably assigned by the Headteacher or designated deputy.

Safeguarding is everyone's responsibility at St Peter's School regardless of position or role.

Signed

Post holder

Date



Signed

Headteacher

Date 30.10.2026

Updated November 2026