

The Leicestershire College Job Description

1. Job Details

Job Title:	Primary First Aider and First Aid Training Coordinator (Term Time Only)
Department:	Health and Safety
Reporting To:	Health and Safety Manager
Competency Level:	Business Support 2
Hay Grade:	G2
Date of Job Evaluation:	September 2023
Annual Salary (FTE):	£17,821.60 - £18285.60 Per Annum (based on FTE of £22,277 – £22,857)
Date:	July 2024

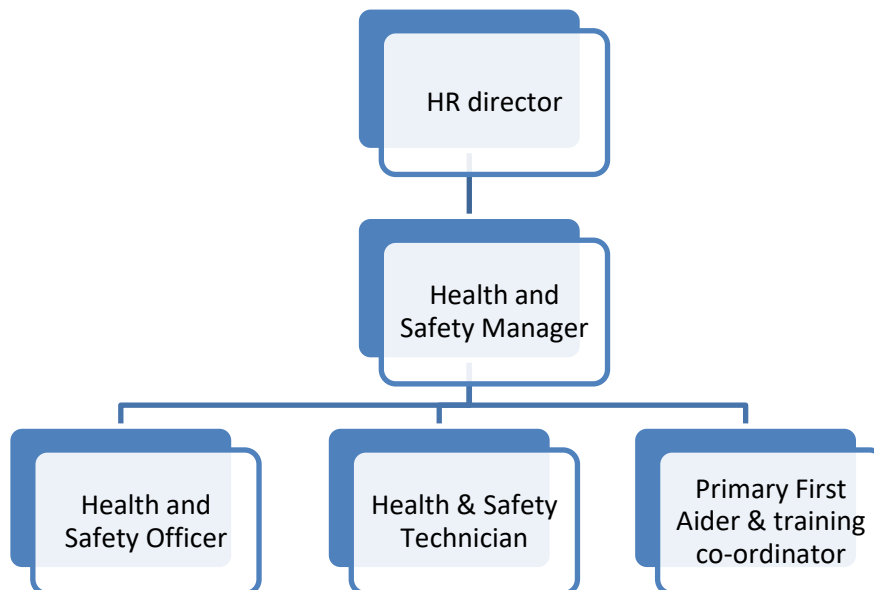
2. Job Purpose

To work in a busy Health & Safety department co-ordinating and managing the College first aid provision. This will include managing the training calendar and delivering of relevant first aid training and overseeing the College accident reporting system.

3. Dimensions

Not Applicable

4. Organisation chart



5. Diversity and Inclusion

Loughborough College is committed to operating with Fairness, Respect, Equality, Diversity, Inclusion and Engagement at the heart of its organisation.

F – Fairness – All stakeholders to be treated fairly, consistently and equally within Loughborough College and any place associated with Loughborough College by ensuring everyone has a voice and will be listened to.

R -Respect – All stakeholders will be treated with mutual respect and decency throughout their time at Loughborough College.

E – Equality – All stakeholders will be given the same opportunities throughout their time at Loughborough College. They will be treated, and are expected to treat others with the same values and behaviours in every aspect of Equality the college works towards.

D – Diversity – Loughborough College will work towards being a diverse College by ensuring all people are represented and have role models to aspire to. A diverse College will ensure better success in learning outcomes and workplace satisfaction.

I – Inclusion – Loughborough College will create an environment that is truly inclusive by celebrating everyone’s individuality and ensuring everyone is protected and safe to be their full selves.

E – Engagement – Loughborough College will ensure a more diverse and engaged workforce, student population and other stakeholders’ relationship by ensuring effective communication, representation, feedback and collaborate working of all groups, at all levels.

6. Key Responsibilities

Core Responsibilities

- To promote the College’s vision, mission and strategic objectives and to promote the values and behaviours which underpin them at all times.
- To act as an ambassador for the college in dealings with all external agencies (other colleges, funding bodies, suppliers, learners, parents and employers) and to maintain the highest standards of professional conduct.
- To promote Loughborough College and its subsidiaries as the first-choice destination for students, employers and staff alike.
- To proactively promote equality of opportunity in all aspects of the work role and to assist in the leadership and management of compliance to the agreed Health & Safety policy and practice.
- To promote a positive approach to security and discipline within the College community.

Role specific responsibilities

- To be primary first aid contact for the College.
- To co-ordinate the College first aid training and assist delivery of sessions
- To manage first aid on-call team and co-ordinate rota and network meetings.
- To ensure first aid stock is in date and replenished as required.
- To audit all first aid kits on campus and ensure they are fully stocked.
- To record and input all accident data in a timely manner for management reporting.
- To assist in the completion of assessments for medical conditions

7. Key Result Areas

Action	Result
Co-ordinate first aid rotas and facilitate network meetings.	Ensuring full first aid cover across campus and that trained first aid staff are up to date/familiar with latest procedures and issues.
Co-ordinate the college first aid training and assist with delivery of training sessions.	Ensure requested training for staff and students is planned and delivered in a timely manner to ensure skills are kept up to date.
Recording and input of accident data and maintenance of accident and first aid databases.	Ensuring data is complete, accurate and timely for management reporting.
Audit all college first aid kits and carry out stock takes.	Ensure all college first aid kits are fully stocked and stocks of resources are frequently replenished as required.

8. Key Working Relationships and Communications

Internal: Estates, HR, Student services, cleaning services, technology, all business support and curriculum areas

External: First aid/healthcare organisations

9. Scope for Impact

To Train staff in first aid and ensure full first aid provision.

10. Competency profile

The following profile is a description of the required competencies of the role:

Working with Excellent People	Responsiveness
Own actions and behaviours are inspiring and engage others. Supportive team member; forms positive working relationships in team. Effectively coordinates others in achieving a task. Communicates with accuracy; enables mutual understanding; confident presenter.	Handles change with responsiveness and adaptability. Looks for opportunities to do own job better; puts forward ideas. Always considers longer term impact of own tasks Identifies problems in own work area, collaborates with others to implement solutions. Makes good quality decisions with confidence. Consistently delivers own work on time and to standard.
Ensuring Financial Sustainability	Self-Awareness
Works efficiently; makes best use of the College's resources. Own work consistently contributes to the strategic aims of the College.	Manages own health, safety and wellbeing; complies with College policies. Monitors own behaviours, actions and words. Demonstrates self-awareness; manages own reactions; builds good relationships.
Delivering Excellent Quality	
Anticipates customer needs; prevents poor service; delivers consistently high quality service. Enthuses others with accurate and relevant subject knowledge. Continually improves own performance and increases skills and knowledge. Understands the importance of appraising and evaluating results of online searches and be a critical user of digital technologies.	

11. Knowledge, Skills and Experience (Person Specification)

QUALIFICATIONS		ESSENTIAL	DESIRABLE	HOW ASSESSED
1.	Possess qualification in Maths and English GCSE levels 4-9 (Grades A* – C) or equivalent.	•		Application/ Interview
2.	Recognised first aid qualification – minimum of 3-day emergency first aid at work.	•		Application/ Certificates
3.	Recognised teaching qualification or willing to work towards.	•		Application/ Certificates
EXPERIENCE				
4.	Experience of working as a key first aider.	•		Application
5.	Experience of using Microsoft Office applications (e.g. Word, Outlook and Excel, Access).	•		Application/ Interview
6.	Experience of working with young people.		•	Interview
SKILLS & KNOWLEDGE				
7.	Excellent level of knowledge and practical skills of administering first aid.	•		Application/ Interview
8.	Knowledge and understanding of first aid requirements.		•	Interview
9.	Excellent communication skills both oral and written.	•		Interview
10.	Ability to work proactively and on own initiative.	•		Application/ Interview
11.	Demonstrate your understanding of diversity and inclusion.	•		Application/ Interview
BEHAVIOURS				
12.	Demonstrate a commitment to self-development.	•		Interview
13.	Promote the College’s equal opportunities policy and practices.	•		Interview
14.	Ensure the safeguarding of students.	•		Interview

Notes

1. A satisfactory Enhanced Disclosure & Barring Service check is required for this post. Loughborough College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
2. As part of this role, you are expected to undertake reasonable additional duties such as Exam Invigilation, Welcoming Students and Staff onto campus, supporting with open days and promoting a safe environment across the college. This is expected of you in the post mentioned above and all other posts within the College.
3. This job description and person specification was prepared in July 2024 and may be amended in light of changing circumstances following discussion with the post holder.

12. Job Description Agreement

Job Holder Signature		Date	
Manager Signature		Date	