**Job Description**

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| **Post Title**  | Domestic / First Aid Supervisor A4374   |
| **Evaluation**  | 348 Points **Grade:** N3  |
| **Responsible to**  | Principal of Junior High  |
| **Responsible for**  |  N/A |
| **Job Purpose** | To act as first point of contact for first aid issues. To supervise pupils using toilet facilities and ensure cleanliness of designated areas.   |

**Main Duties:**

The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time. There will also be an expectation to work as part of the Admin team.

1. To provide emergency first aid to pupils as required, seeking advice and contacting emergency services and parents as appropriate.

1. To record incidents using appropriate procedures such as incident book or accident book, in order to fulfil legal obligations.
2. Preparation and tidying of the staff room for/after break time refreshments

1. To supervise pupils using toilet facilities and on the corridor during lesson times.

1. To liaise with the Facilities Manager to ensure supplies are ordered, e.g. hand gel, gloves, and sanitary products.

1. To ensure appropriate standards of behaviour and refer any issues to the Year Leader Welfare as necessary.

1. To report any issues such as faults or vandalism to the Facilities Manager.

8. To promote and implement the Academy’s Equality Policy in all aspects of employment and service delivery.

1. To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Academy’s policies and procedures.

1. The postholder will have responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.