



**Sacred Heart College**  
Sacred Heart Avenue,  
St. Julian's STJ 1432

**Date: 13 February 2017**

**CALL FOR APPLICATIONS SACRED HEART COLLEGE, ST. JULIAN'S  
POST OF PART-TIME FIRST AIDER**

**1.0 General**

1.1 The Board of Governors, Sacred Heart College, invites applications for the post of part time First Aider.

**2.0 Purpose and Duties**

2.1 The overall duties and responsibilities of the selected candidate shall include the following:

- Administer first aid on individuals, including students, staff and visitors involved in accidental injuries;
- To administer the prescribed medication to a pupil in compliance with the written instruction of a medical professional and pursuant to written permission and instructions of the pupil's parents or guardians;
- Administer (or assist as necessary) life-saving interventions, including, but not limited to, the Cardio Pulmonary Resuscitation(CPR) and the use of an Automated External Defibrillator (AED) device when needed;
- Epinephrine administration through injection (Epipen);
- Inhalers in life threatening medical emergencies which may include Anaphylaxis (due to an allergic reaction caused by e.g. nuts, insect bites etc.) heart failures, asthma attacks, diabetic complications, seizures and epileptic fits amongst others;
- Monitor glucose levels during diabetic or related emergencies;
- Accompany individuals to hospital, health centre or ambulances and brief doctors taking charge of cases;
- Prepare a concise but sufficiently detailed Incident Report if requested;
- Liaise with the Health and Safety teachers to ensure that adequate supplies of First Aid provisions are available;
- Carry all other duties and official training programs.

**3.0 Eligibility**

By the closing date and time of applications, applicants must be in possession of a valid First Aid certificate

#### **4.0 Terms and Conditions**

The selected candidate will be required to be on school premises during school days for 728 hours in a scholastic year. The payment for the service of a first aider is that of €6.37 per hour. The selected candidate will be entitled to pro rata leave and sick leave.

The selected candidate may be required to attend courses, as may deem necessary.

#### **5.0 Submission of Applications**

Applications together with a summary of qualifications and experience in the European Curriculum Vitae Format will be received by not later than **noon** (Central European Time) of **the 28<sup>th</sup> February 2017**

#### **6.0 Applications can:**

- be sent by email, addressed to the scbursar@gmail.com;
- be sent by post, addressed to the School Bursar, Sacred Heart College, Sacred Heart Avenue St Julian's;
- delivered by hand to the School Bursar, Sacred Heart College, Sacred Heart Avenue, St. Julian's.

Applications by post should be sent by registered mail, allowing sufficient time to ensure delivery by the above deadline. These applications will be acknowledged in writing.



Joyce Pullicino,  
Chairperson Board of Governors