



Ashlawn School
Lead First Aider



ASHLAWN
SCHOOL

Job Description and Person Specification

Welcome from the Principal

As the recently appointed Principal of Ashlawn School, anticipating a new challenge and opportunity is always exciting. It is important to recognise that recruitment is a two-way process.

Our focus, as a Trust, is to provide the right environment for our academies to thrive in. At Ashlawn, our ambitions of nurturing potential, inspiring community, and delivering excellence are deeply rooted in the very core of the school. We are seeking an individual who resonates with our vision, someone dedicated to ensuring that every staff member and student has the opportunities needed to maximise their potential in all aspects.

You are looking for the right school in which to develop and progress, to contribute to the success of others and to receive the support that you need to feel fulfilled in your role. We hope that you agree that Ashlawn is exactly that kind of school. It's an exciting time for us as we strive to build on our successes, and we are on the lookout for an individual who shares the commitment and resilience to support this goal.

We welcome visits to Ashlawn prior to application because we are proud that:

- Our students are motivated and want to succeed
- Behaviour is excellent
- The variety of opportunities both within and out of the classroom provides all students with the opportunity to develop their interests and skills in a wide range of areas

At Ashlawn School, everybody counts. Staff and students will talk about the vibrant culture and support they get from each other – we truly are a community. Our key aim is to give every child the opportunity to flourish and develop into life-long learners, engaged in the world around them and ready to take their place in the world as resilient, caring, disciplined, well-educated and employable adults.

If you want to be part of a dynamic team, contribute to our excellent standards, and have high aspirations for young people, then Ashlawn School is the right school for you!

We look forward to meeting with you, so that you too can appreciate our wonderful school and its vibrant community.

Paul Brockwell
Principal

About the Role

Thank you for your interest in the position of Lead First Aider at Ashlawn School

This pack has been designed to help you should you choose to submit an application to us, which we sincerely hope you do. The pack aims to answer all your initial questions, but if not, please do not hesitate to contact us. It is extremely important to us that you feel comfortable and confident enough to proceed with your application, as we aim to make the very best appointment possible.

So, who are we looking for?

Ashlawn School wishes to appoint a Lead First Aid Officer to run first aid provision and to support the school to ensure that medical emergencies and illness are attended to with care, compassion, and efficiency. Ashlawn School is a large, busy and active school and this means that First Aid provision can be busy. If you enjoy a varied day and interacting with a wide range of people, both staff and students, then this is the role for you.

Our aim is to enable all students to achieve their potential academically and personally, regardless of ability or disability. We aim to increase whole school and community awareness of the importance of quality and equity of opportunity for all students and are committed to providing an integrated and inclusive curriculum to meet individual needs, promoting positive achievement and independence for all.

Why work for Ashlawn?

- A large bi-lateral school committed to supporting all members of the school community to succeed
- You'll be working within a community of passionate, committed colleagues who genuinely support each other
- A staff wellbeing team implements various strategies to boost staff engagement including various activities, events, conferences, and many other staff benefits
- Excellent opportunities to develop and grow in the successful and expanding Transforming Lives Educational Trust, a growing Multi-academy Trust based within the local community
- To be part of an 11-18 provision with opportunities to teach in the sixth form

What next?

We want to hear from you if you are as excited as we are about this fresh opportunity within our successful and growing Trust. In return, we can offer the right candidate the chance to work within our innovative and forward-thinking Trust as well as offering excellent professional development and progression.

We encourage you to consider the information in this pack carefully and use it to picture yourself within the role at Ashlawn. Should you wish to discuss any element of the pack in more detail, please don't hesitate to contact us. We look forward to receiving your application, details on how to apply can be found below.

Job Description

Academy/College:	Ashlawn School
Job Title:	Lead First Aider
Salary:	NJC05 £23,500.00 FTE Actual Salary: £20,100.00
Contract:	Monday to Friday 8am – 4pm Term Time plus 5 days Permanent
Responsible to:	Executive Office Manager
Key relationships/Liaison with:	Administration and Safeguarding Teams Pupils
Job purpose:	To lead First aid provision across the school and administer first aid in the First Aid Room and in other parts of the school when required.

MAIN ROLE AND RESPONSIBILITIES:

To be responsible for the medical welfare of students and staff, including provision of first aid services and maintenance of accident and Incident Records:

- To take charge of the First Aid room, its facilities and equipment
- To be the primary contact for emergency call-outs
- To replenish stocks of First Aid consumables. Ordering, control and usage of medical supplies within the whole school
- Checking medication held, e.g., EpiPen's for use by dates
- To be part of the team called upon to offer advice on and administer first aid
- Contacting parent(s)/carer(s) as and when necessary with regards to students' welfare and/or sudden illness
- To care for students who report to the First Aid room with sickness or injury until they are either sufficiently recovered to return to lessons or are delivered into the care of a parent/carer
- Provide administration for student medical records and ensure these are all kept up to date
- Make decisions relating to the referral of students and staff to a doctor or hospital, calling an ambulance in cases of serious illness or injury

- To accompany sick or injured students to hospital when no parent/carer can be contacted for this purpose, in collaboration with the Office Manager to ensure cover for first aid is arranged
- To ensure that First Aid qualifications for all First Aid qualified staff are renewed as and when appropriate
- To liaise with new intake parents re any special medical requirements
- To undertake any specialised training commensurate with students' special medical requirements.
- In liaison with the School Nurse Team, to organise, arrange and monitor all vaccination programmes carried out on the school premises
- To be aware of and act of school safeguarding policies and practices, liaising with appropriate authorities internally and externally on matters of student welfare and safeguarding
- General administration duties during quiet periods
- Any other duties reasonably required by the line manager/Principal which are commensurate with the post.

This job description sets out the duties and responsibilities of the post at the time it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Person Specification

Job Title: Lead First Aider
Responsible to: Executive Office Manager

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all staff, children and young people and to be committed to promoting diversity and inclusion.

Specification	Essential	Desirable
Qualifications/ Training	<ul style="list-style-type: none"> Advanced First Aid Qualification and/or willingness to complete appropriate training in advance of start date A First Aid at Work Qualification 	<ul style="list-style-type: none"> A Nursing Qualification is desirable, though not essential
Experience	<ul style="list-style-type: none"> Aptitude or experience of working with ICT 	<ul style="list-style-type: none"> Previous experience of working in a school environment and working with school IT systems Managing a team
Knowledge/Skills (Ability to)	<ul style="list-style-type: none"> Administrative and organisational skills Empathy and the ability to work with pupils Ability to maintain a high degree of confidentiality and to use discretion in dealing with sensitive information Ability to deal in a professional manner with all internal and external contacts Managing and organising workloads for self and others Support the aims and ethos of the school and the staff Code of Conduct Set a good example in terms of dress, punctuality and attendance 	

	<ul style="list-style-type: none"> • Ability to identify own training and development needs and willingness to participate in development and training opportunities • Be proactive in matters relating to health & safety. 	
Personal Qualities	<ul style="list-style-type: none"> • Motivated, enthusiastic, flexible, friendly and helpful • Excellent interpersonal skills • Accurate with good attention to detail • Excellent record of attendance 	<ul style="list-style-type: none"> • Ability to manage and motivate others

All posts within TLET are subject to pre-employment and vetting checks, including reference checking and enhanced disclosures checks with the Disclosure and Barring Service (DBS).

How to Visit and Apply

Please read the information in this pack. If you are interested in this job opportunity, please apply by downloading the application form from our website (www.tlet.org.uk).

Completed application forms should be emailed to careers@tlet.org.uk or posted to:

HR Department (Careers)
c/o Houlton School
Signal Drive
Houlton
Rugby
Warwickshire
CV23 1ED

If you have any questions about the role or would like to visit Transforming Lives Educational Trust or one of our Academies, please don't hesitate to contact us by emailing careers@tlet.org.uk or selecting option 1 on our telephone menu – 01788 593900.

If you decide to apply, you should include a supporting statement with your application form (either within the application or as a covering letter) on no more than two sides of A4, giving your reasons for applying for the post, addressing information you have read in the pack and particularly the person specification, and outline any relevant experience and personal qualities you would bring to the Trust.

Please do not send a general letter; we are really looking for someone who is prepared to respond to us as an individual Trust. You can be sure that we will take time and care in reading your letter; we appreciate how much time and energy goes into writing it.

Recruitment Timeline

- **Position advertised:** 10 May 2024
- **Closing date:** 20 May 2024
- **Final shortlisting:** WC 20 May 2024
- **Final panel process:** TBC