



Stour Vale Academy Trust

# REDHILL SCHOOL



## CANDIDATE INFORMATION PACK

**Administrative Assistant & First Aid  
(Grade 4)**

# ABOUT OUR SCHOOL

## KEY FACTS AND STATISTICS

Type of School	Academy (Member of Stour Vale Academy Trust)
Location	Stourbridge, West Midlands
Age Range	11–16 years
Gender	Co-educational
Headteacher	Mr J Clayton
Number of students	1,218
Number of teaching staff	70.7(FTE)
Date school established	1976
Budget	£8.4m
Pupil Premium	24%
% of students with SEN in the school	14%
% of students on free school meals	23%

## ACADEMIC ACHIEVEMENTS

GCSE Results 2024	<p>Attainment 8—Whole School 48.6</p> <p>Progress 8—Whole School 0.22</p> <p>Basics Standard (English and Maths 9-4) - Whole School 74%</p> <p>Basics Good (English and Maths 9-5) - Whole School 57%</p> <p>E Bacc (4+) - Whole School 50%</p> <p>E Bacc (5+) - Whole School 37%</p> <p>Data used from SISRA Analytics Collaborative Data 2024</p>
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# Message from the Headteacher



Dear Candidate,

Thank you for showing an interest in joining our wonderful school. Redhill School is a fantastic place to work and develop your future career. We are a school which places care and support at the heart of what we do. If you are successful, you will play a significant role in enhancing the exceptional Quality of Education and Pastoral support our school offers the children of Stourbridge.

Over the past 5 years we have increased in size, taking in additional students to meet the demand of the local community. We now have over 1200 students across years 7 -11. We are ambitious and have high aspirations for our school. We aim to provide the best opportunities for all members of our school community. Our campus is well maintained and well resourced. We take great pride in all aspects of our school. Our children and staff deserve the best.

We are a school where children flourish in all aspects of their school life. We place a high importance on wellbeing. Our staff are supported with additional time for family events and appointments.

If this role is of interest to you and you would welcome further information then please contact us and we will answer any questions you have.

I look forward to hearing from you,

Best wishes

Jamie Clayton

Headteacher

## About our School

Redhill School continues to provide an excellent all round education for our students. Our 'Commitment to Excellence' shines through in all of our work, with our success being built upon the high quality of our teaching and excellent pastoral support. The comments in the last school OFSTED report, which recognised the impact of the outstanding provision within the curriculum for care, guidance and support, are still true today. Since this inspection the school has not in any sense stood still but has built upon its strengths to demonstrate that it is fully committed to continuous improvement to meet the new challenges.

If you aspire to make an impact on the lives of the students in our care, Redhill offers you a wonderful professional opportunity to work alongside an excellent team of staff. We are fully committed to ensuring that our school is a place of learning where people are happy, healthy and successful.

Redhill serves the town of Stourbridge with the current pupil numbers on roll being 1232. We have recently expanded our PAN to ensure we can meet the demand for places.

Stourbridge is on the edge of the West Midlands conurbation with easy access to Birmingham, the Black Country, North Worcestershire and the motorway network. It is an educationally rich area with successful primary and secondary schools and Sixth Form Colleges.

Redhill School is popular with parents, being oversubscribed each year, and achieves excellent GCSE results. The school's appeal is based in its strengths in core subjects, modern foreign languages and its strong tradition in other areas such as sport, music and drama.

The school has benefited from a number of developments in the last few years, with new build science, language and sports facilities, the latter in partnership with the Football Association, and a complete refresh of ICT equipment. In 2018 we were successful in two CIF bids and the school estate and facilities have been well managed and are of high quality.

Redhill School is a great place to come to work. We have a full induction programme for new staff, who meet together regularly both formally and informally. The culture of challenge and support is shared not only with our pupils but with staff as well. New staff will often be given a peer mentor to support them in their first year.

## Safeguarding

Redhill School is committed to safe working practices and safeguarding for children. Applicants will be required to complete pre-employment checks on suitability for working in a school. We also promote equal opportunities for all.

**To view Redhill School's Child Protection  
Policy please follow this link:**

**<https://www.redhill.dudley.sch.uk/policies>**



## About Stour Vale Academy Trust

Our multi-academy trust was founded in 2017 and developed from collaboration between schools, the significant positive impact of which convinced three schools, two secondary and one primary, that together we would have much greater capacity to continuously improve. Over time, Stour Vale has steadily grown. We began as a cross-phase multi-academy trust and as we have grown, both secondary and primary schools have joined us. There are currently twelve member schools, six primary, one junior, one infant with day nursery and four secondary.

As a successful family of schools, delivering high-quality education for the communities we serve, Stour Vale values its diversity. Each school brings their own distinct character, community, history and identity. We celebrate the uniqueness of member schools, recognising that there is a great deal to learn from education in different contexts. This is also the reason why we remain outward-looking, committed to learning from research and excellent practice across the education system.

## Our Vision and Values

Stour Vale Academy Trust holds children and young people at the heart of all that we do. We recognise that as a multi-academy trust we exist in order to advance education for the public good. Our mission, therefore, is to improve life opportunities for children and young people by both providing the best possible education and care to pupils in Stour Vale member schools and by having a positive impact across the wider education system. Our values are encapsulated in four words:

# OUR VALUES



## INTEGRITY

By always acting with integrity we will deploy our resources appropriately to provide the very best education and care for pupils. This approach will enable us to recruit and retain the best staff who share our values.

We recognise our responsibility to support and challenge member schools to have a positive impact on the lives of children and young people, our communities and the wider educational system.

## RESPECT

We are committed to treating everyone with respect and promoting equality.

Stour Vale member schools are safe and inclusive schools. We value and celebrate the diversity of pupils, colleagues and the communities we serve. We believe that developing pupils' character and their own commitment to treating others with respect must sit alongside the pursuit of academic excellence.

## COLLABORATION

Stour Vale Academy Trust exists because we believe that effective collaboration has a positive impact on the life opportunities of children and young people.

We believe that working collaboratively together we have much greater capacity to realise continuous improvement in all member schools. Therefore, we seek to actively promote positive, impactful collaboration, most often with school-based staff taking the lead.

## EXCELLENCE

We are committed to constantly pursuing excellence and improving all aspects of our work as a trust.

Excellence in teaching and learning, curriculum and character development is our primary focus. This will be achieved by realising our ambition to provide top-level professional learning for all colleagues, developing leadership in every role and providing exceptional back-office services such as HR and finance.

We describe our shared approach to school improvement as 'secure autonomy'. Headteachers, with school leadership teams and staff, have autonomy to lead school improvement in their own schools, responsively and in collaboration with others within and beyond our trust. We believe that this approach enables us to grow, attract and retain excellent school leaders and to develop the most innovative and impactful school improvement strategies. We recognise that this autonomy must be secured within the structure of the multi-academy trust, and our model of challenge and support for impact, underpinned by our shared values, ensures sustained school improvement and a sharp focus on outcomes for pupils. This in turn realises our ambition that **Stour Vale** member schools will ***create the difference together.***

# JOB DESCRIPTION

**Job Title:** Administrative Assistant + First Aid

**Contract:** Permanent, Term Time 39 weeks, 37 hours per week

**Salary scale:** Grade 4 (SCP 5-6)

**£21399.28 to £21738.53 (- 5 years service)**

**£21883.26 to £22230.18 (+ 5 years service)**

**Actual salary, pay award pending**

**Responsible to:** PA the Headteacher

## Purpose of the Post

- To assist with the general administrative support to the school.
- To assist with the monitoring of school policies.
- To act as the first aid lead with responsibility for coordinating emergency first aid throughout the school.

## Administrative Duties

- To act as an administrative assistant.
- To carry out general administrative duties including word processing, creating and updating spreadsheets, mail merge and data entry.
- To assist with matters relating to attendance/welfare under the direction of senior staff.
- To receive, retain and ensure the security of confiscated items from students, including: items of clothing, jewellery and mobile phones.
- To update and maintain school information system and student records.
- To seek ways of improving quality in all aspects of the work.
- To assist with refreshments under the direction of the Office Manager.
- To attend to enquiries from pupils and staff.

## First Aid Duties

- Registered First Aid Officer for staff and pupils.
- First point of contact for sick and injured pupils.
- Assess the illness/injury.
- If pupil needs to be sent home contact parent/carers.
- Liaise with parent/carers on medical issues either via telephone or face to face.
- Liaise with Pastoral Teams to advise them of any issues that pupils may have.
- Call for an ambulance in an emergency.
- Accompany pupils to hospital; in the absence of parents/carers.
- Record details of pupil's illness/injury and the outcome e.g. sent home.
- Ensure that pupils take their medicine and check that it is in date.
- To maintain medical records and produce a précis to inform staff of key information.
- Liaise with the school health service and other external agencies.
- Oversee and book appointments in relation to the immunization programme.
- Collation of medical questionnaires on behalf of the school health service.
- Ensure accident procedures are followed and reports made to the Central Team.
- To stock and maintain stock control of all first aid boxes.
- One of the nominated persons who has been trained to administer an 'epi-pen' and also Buccal Midazolam for epilepsy.

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## **Support for the School**

- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection. Reporting all concerns to the appropriate person.
- Contribute to the overall ethos/work/aims of the school.
- Participate in training, other learning activities and performance development as required.
- Attend and participate in meetings as required.
- Any other duties commensurate with the duties/responsibilities/grade of the post.
- All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties, including duties normally allocated to posts at a lower responsibility level, in pursuance of raising pupil achievement and effective team working.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description may be amended at any time following discussion between the head teacher and member of staff, to be reviewed annually.



# PERSON SPECIFICATION

Criteria	Essential	Desirable
<b>Training and Qualifications</b>	<ul style="list-style-type: none"><li>• GCSE Grade C or equivalent in English and Maths or NVQ L3</li></ul>	<ul style="list-style-type: none"><li>• First Aid Qualification (full training will be given)</li></ul>
<b>Abilities and skills</b>	<ul style="list-style-type: none"><li>• Effective use of ICT packages</li><li>• Good keyboard skills</li><li>• Ability to maintain high standards of accuracy and have a calm methodical approach to work</li></ul>	
<b>Experience</b>	<ul style="list-style-type: none"><li>• Minimum of 2 years office experience, including the development, management</li></ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>• Ability to relate well to children and adults</li><li>• Ability to work constructively as part of a team, understanding school roles and responsibilities and own position in these</li><li>• Good organisation skills</li><li>• Ability to identify own training needs and willingness to participate in training and development opportunities</li></ul>	



**REDHILL SCHOOL**  
**Junction Road**  
**Stourbridge**  
**West Midlands**  
**DY8 1JX**

**01384 816355**

**[www.redhill.dudley.sch.uk](http://www.redhill.dudley.sch.uk)**

**[www.svat.org.uk](http://www.svat.org.uk)**

**For an informal discussion or to arrange a tour of the school,  
please contact Mrs J Endicott, PA to the Headteacher.  
Please email [info@redhill.dudley.sch.uk](mailto:info@redhill.dudley.sch.uk) and provide a contact phone number.**

**Please send completed application forms to:  
Mrs J Endicott, Redhill School, Junction Road, Stourbridge, DY8 1JX  
or email to:  
[jobs@redhill.dudley.sch.uk](mailto:jobs@redhill.dudley.sch.uk)  
or apply via TES**

**CLOSING DATE: Monday 2 June 2025 (9am)  
INTERVIEWS: To be advised**

**Only successful candidates will be contacted.**

**Please note only successful candidates will be contacted.**

**All candidates are subject to safer recruitment procedures.**

**NB. We reserve the right to close vacancies prior to the advertised closing date should a large number of applications be received.**