



**Acorn**  
Education Trust



# First Aid and Welfare Officer

Kingdown School

# Welcome from Sara Edwards

*Acorn Education Trust CEO*

**Thank you for your interest in one of our vacancies, I hope the information enclosed in this pack inspires you to apply.**

Acorn Education Trust was established in 2014 to provide a local solution to a national strategy. We now serve 21 settings: 16 Primary Schools, 3 Secondary Schools and 2 nurseries.

Our mission is to 'prepare young people for their world in their time' and this sits at the heart of all we do. We strive for excellent leadership, excellent teaching and excellent learning. Our vision is to transform lives through education.

In every Acorn School, you will see:

- A** Active and visible leadership
- C** Care, support and challenge
- O** Opportunities for all
- R** Readiness to reach out
- N** Needs of all are paramount

Every Headteacher focuses on leading teaching and learning in their school. Central teams manage the business element of the Trust which allows us to share resources, improve IT and estates infrastructure and invest in school to school support. We are therefore able to direct as much money as possible into teaching and learning thus improving the life chances of all our young people.

Whatever role you are applying for, whether in a school or as part of the central team, we hope you can align with our vision and values, have the determination to succeed and are up for a challenge. In turn, we will provide you with a comprehensive and supportive induction programme, professional development and a career with Acorn.

We hope this information pack provides you with a flavour of working within our Trust and we look forward to receiving your application.

*Sara Edwards*

# About Kingdown School

*Believe. Aspire. Achieve.*

Kingdown School is a co-educational, non-denominational secondary school, educating young people between the ages of 11 and 18 years. Located in the charming garrison town of Warminster, Wiltshire, we have a strong reputation in the local community and beyond, built on an unswerving focus on the quality of teaching and learning and great pastoral care.

Our school has a large and friendly team who are dedicated to helping each and every young person achieve their full potential. In 2022, we retained our 'Good' Ofsted rating and were praised for our strong moral leadership and for the wide range of opportunities that we have on offer to support students with their broader development.

As a founding member of Acorn Education Trust in 2014, we work closely with other schools within the Trust to provide the best possible education, opportunities and support for our young people, who are always at the heart of our decision making.

Our well-resourced school has a wide range of excellent facilities, including:

- Sports fields, netball courts, tennis courts, astro turf pitches, a gym and sports hall;
- Dance and drama studios;
- Interactive whiteboards and projectors in classrooms;
- Computer suites in most teaching areas;
- A dedicated sixth form building and suite of rooms;
- A large hall with full AV system and a stage for productions, events and concerts;
- An open-plan library with a wide range of reading materials;
- Subject area suites for science, design technology and art;
- Enhanced provision via our Link and Learning and Welfare Hub, plus a Behaviour Hub.

In a recent survey, 95% of our staff said they enjoyed working at Kingdown and felt well supported here – we value everyone at Kingdown.

Helen Carpenter  
*Headteacher*

For more information, please visit our website: [www.kingdown.wilts.sch.uk](http://www.kingdown.wilts.sch.uk)

# Job description

<b>Job title</b>	First Aid and Welfare Officer
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<b>Reporting to</b>	Pastoral Lead / Headteacher
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## Main purpose

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The First Aid and Welfare Officer will work with our exceptional Pastoral team to support students with medical, social and emotional needs and will report and act on issues impacting students' welfare. Responsible for managing First Aid and school medical issues, recording, assessing and actioning follow up, as appropriate, you will also facilitate and deliver relevant training and counselling for students and staff as well as organise routine medical checks and immunisations.

## Duties and responsibilities

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- Ensure safe, effective and efficient First Aid and medical assistance is provided to students and staff
- Ensure the administrative functions of our students' Welfare area are kept up to date
- Ensure students signing in and out for the day are accurately recorded
- Maintain accurate student medical records and ensure that all student medical information is managed in line with processes and procedures
- Work outside agencies and professionals to support students with medical needs or concerns
- Work alongside other Pastoral / Safeguarding staff to report and act upon any issues impacting the students' welfare
- Manage medical issues including assessing, evaluating and taking appropriate action – including contact with parents;
- Record all accidents in accordance with LEA, HSE and school policy, investigate and follow up, where required
- Conduct health counselling for students and staff
- Manage First Aid arrangements in school and for school trips
- Organise and manage Health Authority routine medical checks and immunisations
- Draw up Health Care Plans and Risk Assessments for students with specific medical needs
- Maintain and update medical information on all students
- Facilitate and deliver staff training on medical issues

# Person specification

Criteria	Essential
Qualifications, Training and Experience	<ul style="list-style-type: none"> <li>• Is an experienced and qualified Registered General Nurse (RGN)</li> <li>• Has a minimum standard of GCSE (grade A*- C) or equivalent in English and Maths</li> <li>• Has experience working with children / young people</li> <li>• Has experience in dealing with student welfare issues</li> </ul>
Skills and knowledge	<ul style="list-style-type: none"> <li>• Strong interpersonal and communication skills and able to work with a variety of pupils, staff and parents</li> <li>• Ability to respond quickly and effectively to issues that arise</li> <li>• Ability to plan, organise and prioritise</li> <li>• Ability to use own initiative and take action accordingly;</li> <li>• Ability to build effective working relationships with colleagues</li> <li>• A solid understanding of data protection and confidentiality</li> <li>• A clear understanding of the importance of safeguarding and pastoral care in keeping children and young people safe</li> <li>• Ability to deal with new challenging situations</li> <li>• Ability to plan and deliver training on First Aid / specific medical issues</li> <li>• A good working knowledge of IT systems (including Microsoft)</li> </ul>
Personal attributes	<ul style="list-style-type: none"> <li>• Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils</li> <li>• Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school</li> <li>• Commitment to maintaining discretion and confidentiality at all times</li> <li>• Well-presented with a professional approach</li> <li>• Is able to work under pressure and to meet deadlines</li> <li>• Commitment to safeguarding and equality</li> <li>• Deals with difficult situations effectively</li> <li>• Is self-motivated, dedicated and consistent</li> <li>• Has a positive, resilient and flexible attitude</li> </ul>

The First Aid and Welfare Officer will be required to follow school policies and the staff code of conduct.

*Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the successful applicant will carry out. The postholder may be required to do other duties appropriate to the level of the role.*

# Support for our staff

Whether your role is in a school or the central team, you will be part of a caring team that will provide you with the support and challenge needed to fulfil your role effectively.

## Continued Professional Development (CPD)

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- A comprehensive induction programme for all new staff (across all roles), that includes mentor and peer support
- Statutory training on safeguarding, health & safety and GDPR
- Access to over 2,500 world-leading courses, webinars and resources via the National College online training platform
- Support for Early Career Teachers (ECTs)
- Role specific training for Designated Safeguarding Leads (DSLs) and Special Educational Needs and Disability (SEND) roles
- School based training, including mentoring and coaching from senior leaders within school and across the wider Trust; Cross phase and school to school support
- Subject communities, across primary and secondary level, to share good practice across the Trust
- Opportunities to role shadow
- Apprenticeships available at various levels across the Trust for multiple roles, including Teaching, Teaching Assistants, Nursery and IT Technicians

## Health and wellbeing

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- A strong culture of wellbeing across all schools and the central team
- Family friendly policies, including comprehensive flexible working policy, adoption leave policy, maternity and paternity (including shared parental leave) policies and staff wellbeing policy
- Access to [Care First](#), an employee assistance programme which provides confidential support on health and wellbeing, relationships, money issues, bereavement and loss, stress, anxiety and depression and much more

## Pensions

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- Teacher pension
- Local government pension
- Nest pension

Staff wellbeing is very important at Acorn Education Trust. We are consistently looking for new ways to improve our offering, and, regularly collect feedback at all levels to check in with our staff and ensure they feel supported in their role.

## How to apply

If you would like more information about this role, please contact the school office via email at [info@kingdown.wilts.sch.uk](mailto:info@kingdown.wilts.sch.uk) or by phone on 01985 21551.

### To apply

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Please visit our [Acorn careers page](#) to complete an application form.

Shortlisted candidates will be invited for a one-day interview

Kingdown School, Woodcock Road, Warminster, Wiltshire, BA12 9DR

01985 215551

[info@kingdown.wilts.sch.uk](mailto:info@kingdown.wilts.sch.uk)

*Kingdown School, as part of the Acorn Education Trust, is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. If successful in obtaining this post you will be subject to a Disclosure from the Disclosure and Barring Service and health screening. We are an equal opportunities employer. As part of our safer recruitment processes, if you are shortlisted for the post, we will carry out a social media account search.*