

## Job Advert

### **Job Title: First Aid Manager**

**Location:** Holy Trinity Church of England School, Crawley, UK

**Position Type:** Term time only (TTO) + INSET days. 37 hours per week over 5 days.

**Salary:** West Sussex Grade 6 + Crawley Allowance. Approx. Actual Salary: £23,856

**Contract Type:** Permanent

**Start Date: ASAP**

- Are you passionate about supporting young people to reach their full potential
- Do you want to work in a vibrant, multi-faith school community founded on dignity, community, wisdom, and hope?
- Are you a relational individual who excels at building trust and challenging students to flourish?

If so, then we want to hear from you!

### **About Holy Trinity Church of England Secondary School:**

Holy Trinity Church of England School is a vibrant and inclusive community located in Crawley, a culturally rich and diverse town. Crawley has fantastic transport links sitting halfway between Croydon and Brighton on the M23 corridor. There is also a fast train service between London Victoria, East Croydon, Haywards Heath and Brighton, in addition to other lines that serve the South. The school operates a minibus service for staff at the start and end of the day serving the three stations in Crawley (Ifield, Crawley and Three Bridges). The school is also the most well connected by bus of the six secondary schools in this area.

Rooted in Christian values, our ethos is underpinned by four key elements: dignity, community, wisdom, and hope. We are dedicated to inspiring every student and providing an environment where they can truly excel, both academically and personally. —

We are committed to creating a diverse and inclusive environment and warmly encourage applications from individuals of all backgrounds, cultures and experiences. We believe that a variety of perspectives enriches our community and enhances our ability to serve and support everyone in our school community. We welcome people from all ethnicities, faiths, abilities, genders and sexual orientations, and are dedicated to providing equal opportunities for all. If you're passionate, driven and share our belief in the key values of dignity, community, wisdom and hope which underpin our school then we invite you to apply and bring your unique voice and talents to our team.

For further details on our school see our vacancies page, where you can view a video or PowerPoint from our Executive Head Teacher, Reverend Millwood.

### **The Role:**

We are seeking to appoint a First Aid Manager for our First Aid department. Part of the role of First Aid Manager is to provide first aid assessment and treatment as necessary, within the scope of the Emergency First Aid at work training. You will be responsible for the line management of the schools' medical welfare function, as well as the medical welfare of the students.

### **Key Responsibilities:**

- Manage all medical issues and First Aid, liaising with parents and staff as appropriate giving advice as required
- Have responsibility for the Medical Room associated accommodation including oversight of other First Aiders
- Provide first aid assessment and treatment as necessary, within the scope of the Emergency First Aid at work training – both on referral of students to first aid by school staff and when attending a first aid incident
- Advise/oversee the Managing Medicines policy and have an input to this policy and procedure at its review date
- Maintain school first aid boxes/ travelling first aid kits and other first aid equipment

### **Essential Qualifications and Experience**

- A good standard of education, including GCSE English and Mathematics at grade C/4 or above.

- Experience working with young people in an educational, pastoral, or support role.
- Experienced in the application of First Aid (recognised qualification required) with a good knowledge of medical issues and procedures
- Knowledge of safeguarding responsibilities and professional boundaries.
- The ability to work calmly and effectively with students facing challenges.
- An understanding and appreciation of the school's Christian ethos.

### Why Join Us?

- **A Supportive Culture:** Work in an environment that values professional growth and collaborative teamwork.
- **Impact:** Play a pivotal role in shaping the future pathways of our students, from university to apprenticeships.
- **Values-Driven:** Be part of a team dedicated to dignity, belonging, and high expectations for every student.

### How to Apply:

To apply, please complete the application form available on the website. This must be emailed to [hr@holytrinitycrawley.org.uk](mailto:hr@holytrinitycrawley.org.uk) by **9am on Monday 1<sup>st</sup> June 2026. Interview: TBC**

For further information about the role, please contact HR on the email provided above.

**The closing and interview dates are a guide only. We intend to review applications as they are received and call those shortlisted for immediate interview. An early application is advised, as once we have appointed, we will close the recruitment process.**

#### Safeguarding Statement

This school and West Sussex County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an appropriate Disclosure and Barring Service check along with other relevant employment checks, including satisfactory references.