



THE STOURPORT HIGH SCHOOL & SIXTH FORM COLLEGE



First Aider

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INFORMATION FOR APPLICANTS

APPLICATION CLOSING DETAILS

Closing Date: 19th March 2025
Closing Time: 09:00am



HEADTEACHER'S WELCOME



Welcome to The Stourport High School and Sixth Form College (SHS)! We're delighted you're interested in learning more about our school.

At SHS, we're more than a school; we're a community, a family where everyone belongs. We're dedicated to nurturing academic excellence alongside the character and well-being of each student. Our vision is to be a vibrant hub, fostering strong community bonds and providing opportunities for growth and shared experiences.

We are committed to inclusive excellence, celebrating diversity and providing a personalised and collaborative approach to education. We ensure each student is challenged and supported to reach their full potential. Our core values of kindness, determination, and respect underpin all that we do.

This is an exciting time for SHS as we grow in brilliance and solidify our vision by building strong foundations. As Headteacher, I am driven by a passion to ensure everyone feels empowered to be their best—students and staff alike. This allows them to thrive and have the greatest possible impact on future endeavours. We embrace change, navigate the evolving world of education, and work to secure the future of all our children, supporting them in overcoming any barriers they may face.

I encourage you to explore all that our school has to offer and engage with the challenges it presents, so that you can take pride in being part of our family and our important profession, and experience the joy of belonging.

Dr Lizzy Ford | Headteacher

“Every child celebrates
their own success
& the success of others”



Our Values & Ethos

A School at the Heart of its Community: We're more than just classrooms and textbooks. We aim to be a vibrant hub, fostering strong bonds within our community and offering opportunities for growth and shared experiences.

Nurturing Character and Well-being: We believe in developing well-rounded individuals. We actively teach our core values, creating a supportive environment where every student feels valued and empowered.

Inclusive Excellence for All: We celebrate diversity and are committed to providing an education where everyone can thrive. Our approach is personalised and collaborative, ensuring each student is challenged and supported to reach their full potential.



KINDNESS . DETERMINATION . RESPECT

CEO's Welcome

Dear Applicant

Thank you for your interest in joining a Severn Academies school.



Stourport High School was a founding school in Severn Academies Educational Trust which now consists of a family of eight schools from across Wyre Forest. We are an outward facing trust, with strong local relationships and a commitment to growing the next generation of brilliant school leaders.

This is an exciting opportunity to join a Trust that is committed to harnessing talent and developing its people with a range of opportunities for further professional development.

The successful candidate will have a shared commitment to our values, working collaboratively to ensure their work underpins our priorities for school improvement and to forming positive working relationships with our community.

Enclosed are further details about the role and application process. We look forward to learning more about how you can contribute to 'growing brilliance' for our children and communities.

Matthew Carpenter | Acting Chief Executive

About Our Trust

Our trust is a learning organisation with a culture of reflection and review that supports a shared learning from our experiences. This shapes our strategic direction; taking every opportunity to find the best ways to support and educate our children and young people.

In setting out to show what strong collaboration and shared practice can achieve for children and their families, we believe that working together we can achieve more than we could alone.

In collaboration we also appreciate the importance of our collective desire to uphold and promote our values.

Our strategic objectives guide everything we do, to ensure we provide the nurturing conditions for children to grow and develop into outstanding young people, who lead brilliant lives.



JOB DESCRIPTION



Introduction

Job Title: First Aider

Reporting to:

Start Date: As soon as possible

Salary: NJC Scale 3 Point 5 (£11,255 - £19,697 actual salary per annum)

Contract Type: 20-35 hours per week working term time only, Permanent position.

We are looking to appoint an ambitious and creative First Aider who is enthusiastic about helping students learn in a strong supportive environment.

As the principal First Aider, you will play a crucial role in ensuring the health and safety of our students, staff and visitors. You will be responsible for overseeing and coordinating all aspects of first aid, promoting a culture of safety and responding promptly to medical incidents. You will also ensure pupils with ongoing medical needs are supported in school in line with their Individual Health Care Plans, administer approved medication to students and maintain accurate records, including those for statutory requirements.

The successful candidate should demonstrate a proactive approach with excellent communication skills to work effectively with students and be the first point of contact for all First Aid.

The school is committed to safeguarding and promoting the welfare of children and young people and as such expects all staff and volunteers to share this commitment.

Key Responsibilities

- To communicate with parents and guardians of students where applicable.
 - To act as the main First Aid contact in school
 - To embody the values, vision and ethos of The Stourport High School & VIth Form College and the Severn Academies Educational Trust.
 - Assist the Principal in delivering policy which will ensure high quality and successful outcomes for students and the school.
 - Take responsibility for your own ongoing personal development and growth of expertise.
 - Modelling and promoting the Trust's wellbeing principles.
 - Contributing to the continued delivery and development of the Trusts aims as outlined in our 'Pledge'.
 - To create a friendly, welcoming environment for all students, staff and visitors.
 - To promote equality, diversity and inclusion and demonstrate this within the role
 - To adhere to confidentiality at all times
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JOB DESCRIPTION



Specific Duties

- To deal with all enquiries of a First Aid nature including the management of the First Aid equipment, and ordering of necessary First Aid kits and replacement kits
- Maintenance of CPR training equipment and defibrillators
- To be compliant with Health & Safety regulations in accordance with accidents, reporting procedures and management systems in school
- To be responsible for prescribed drugs from a Doctor for students and storage of the medicines in the secure administrative area
- To liaise with Pastoral Leaders to ensure that parent consent forms for the prescribed drugs are completed and filed accordingly
- To liaise with the Pastoral Administrative Assistant to ensure that up to date Student Health Care Plans are available as required
- To be trained for specific medical conditions on how to use and administer specialist equipment such as Epi-pens and any other relevant issues
- To support the organisation of student vaccinations as required
- To contact the parent/guardian of students to report incidents, sickness, accidents and emergencies
- Responsible for maintaining accurate written and computerised incident/ accident logs ensuring follow up paperwork is completed (RIDDOR/Reports)
- To support the whole school first aid/CPR training programme by providing instruction to students/staff as required
- Any other duties commensurate with the scale of the post as may be required under the direction of the Principal.

General Accountabilities:

- So far as reasonably practicable, the post-holder must promote safe working practices by employees in school premises / work areas to maintain a safe working environment for employees and service users. These are defined in SAET Health and Safety policy.
 - Work in compliance with the Codes of Conduct, regulations and policies of the Trust and its commitment to equal opportunities.
 - Ensure that output and quality of work is of a high standard and complies with current legislation / professional standards.
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JOB DESCRIPTION



Safeguarding:

The safety and well-being of our children is central to our ethos and we expect all staff and volunteers to share this commitment. Successful applicants will be required to provide references, undertake an enhanced check through the Disclosure and Barring Service, and comply with the Safeguarding Policy and child protection practices of our Trust.

Equalities:

We have a strong commitment to achieving equality of opportunity in our schools and in the employment of people. The post will ensure that the trust meets its statutory obligations in relation to all aspects of equality legislation.

GDPR:

Our GDPR privacy notices can be viewed on our [website](#).



PERSON SPECIFICATION



Attributes	Essential	Desirable
Education & Professional Qualifications	<ul style="list-style-type: none"> • First Aid at Work qualification. • Good IT skills. 	<ul style="list-style-type: none"> • Mental Health First Aid qualification.
Experience	<ul style="list-style-type: none"> • Experience of administering first aid • Management of resources • Understanding of schools in challenging circumstances 	<ul style="list-style-type: none"> • Working collaboratively. • Willingness to upgrade qualifications as appropriate.
Knowledge	<ul style="list-style-type: none"> • Very good numeracy/literacy skills. • Good communication skills. • Good organisational skills. • Commitment to Equal Opportunities. • Awareness of arrangements for Health and Safety at work. • Able to work on own initiative. 	<ul style="list-style-type: none"> • Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation. • The ability to create, recognise and exploit opportunities whenever they occur.
Personal Qualities	<ul style="list-style-type: none"> • Flexible attitude - especially to change. • Confidence to deal with new people and situations. • Energy and Commitment. • A good sense of humour. • Resilience and Resourcefulness. • Team Player. • Ability to work under pressure and remain calm. • Ability to maintain strict confidentiality. • Excellent health record. • A understanding of children. 	

Applicants must have the ability to support pupils through fluent and accurately spoken English.

NB. An enhanced DBS Disclosure is an essential requirement for this post.

APPLICATION PROCESS



1

SECTION ONE: PERSONAL DETAILS

Please ensure that all details are completed including your date of birth and Teacher Reference Number.

2

SECTION TWO: EDUCATION, TRAINING & QUALIFICATIONS

Please complete this section fully.

3

SECTION THREE: EMPLOYMENT/WORK EXPERIENCE

Please ensure that this section is completed fully. If you have gaps in your employment history, please indicate the reasons for this.

4

SECTION FOUR: SUPPORTING STATEMENT

Please use this as an opportunity to show your suitability for this post, as outlined in the person specification.



APPLICATION PROCESS



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SECTION FIVE: REFERENCES

Please provide two referees, their contact details and relationship to you. A telephone number and email address often makes contacting referees easier. At least one reference must be from your current or most recent employer, and we will ask about your suitability to work with children. Open references or testimonials will not be considered.

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SECTION SIX: DECLARATION

Please be aware that this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as spent, must be declared.

Please be aware that by signing the application form you are declaring that you are not on the Children's Barred List, disqualified from work with children or subject to sanctions imposed by a regulatory body and that you either have no convictions, cautions or bind-overs or that you have attached details of these. You are also aware that you will be subject to a DBS Disclosure appropriate to the level of the post, should you be successful.

IMPORTANT NOTICE

Please also be aware that providing false information is an offence and could result in the application being rejected, or summary dismissal if you are appointed on the strength of this, with possible referral to the police.

WHERE TO SEND COMPLETED APPLICATIONS

Completed applications should be returned to
recruitment@saet.co.uk





**If you would like to know more
about working with us please
get in touch**



01299 872950



shs.worcs.sch.uk



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KINDNESS . DETERMINATION . RESPECT

