



HEALTH ADVISOR

**JOB SHARE – 2 DAYS A WEEK
THURSDAY & FRIDAY**

Required as soon as possible

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“Lord Grey Academy is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.”



Advertisement

HEALTH ADVISOR

Job Share

Permanent

2 days per week

Thursday: 8.00am – 4.00pm / Friday: 8.00am – 3.30pm

14.5 hours per week

39 weeks per year - Term time plus 2 training days

Tove Learning Trust Band G, Point 8 to 13 £27,710 - £30,024 FTE

Actual annual starting salary: £9,340 per annum

Required as soon as possible, we are looking to appoint an experienced First Aider, who will be part of the Health, Welfare and Reception Team, supporting students and staff by administering first aid as appropriate for 2 days a week.

This post would also be part of the school's Safeguarding Team, being in the frontline of implementing the school's Child Protection Policy and dealing daily with students who may be experiencing difficulties, offering support and signposting to other agencies where appropriate.

You will also contribute to the school's procedures for treatment of accidents and issue medication within the school's policies and relevant guidance. Relevant training will be on offer to support and enhance the successful candidate's skills.

A vacancy booklet, information for candidates booklet and the application form are all available on the vacancies section of Lord Grey Academy's website: <https://www.lordgrey.org.uk/vacancies/>

Please note the application form and information for candidates booklet are available on the right hand side of the above link. Please do look at our recruitment video of our staff talking about working at Lord Grey and our document: *Why work at Lord Grey?*

Completed application form and covering letter should be submitted to Human Resources at Lord Grey Academy or emailed to hr@lordgrey.org.uk by 9am on Monday 12 October 2026. Interviews to be held on Thursday 15 October 2026.

Only successfully short listed candidates will be contacted.

The Academy is committed to safeguarding children. The successful applicant will require an enhanced DBS check.



Tove Learning Trust

Tove Learning Trust (TLT) is a highly successful multi-academy Trust with primary, secondary and alternative provision schools across the West Midlands, Northamptonshire and Milton Keynes. We are a cross phase trust providing a high-quality education for over 11,500 children between the ages of 4 and 18. Within our family of schools we have four primaries, nine secondaries and two alternative provision schools.

As an employer of choice, we recognise every colleague is an individual, we value diversity, and work as a team to remove barriers to equity. We know that when you are 'the best you', whatever your role is with the Trust, you will transform students' lives.

The Trust is committed to ensuring that all children achieve as highly as possible and we work hard to offer stimulating environments that enable every learner to progress and flourish. We have a small central team and a committed Board of Trustees that are focused on delivering outstanding outcomes.

We aim to have academies that are excellent communities of learning where children thrive on success.

You will have access to a team of school improvement directors specialising in Maths, English, Science,

Humanities, EYFS and SEND & Inclusion. Our outcomes in the vast majority of our schools exceed national expectations and many of our schools are rated Good or better by OFSTED.

Employee Benefits:

- Teacher & support staff pension schemes
- Continuous Professional development (CPD)
- Training School Alliance
- Networking opportunities
- Specsavers eyecare voucher
- Free Flu vaccine
- Employee Assistance Programme (EAP)
- Mediacash - Health Cash Plan:
 - 24/7 GP Appointments & prescription services
 - Dental treatment
 - Optical care
 - Physiotherapy
 - Skinvision - skin health tracker
 - A range of essential healthcare expenses
 - Exclusive discounts on shopping & travel

The Academy is committed to safeguarding children. The successful applicant will require an enhanced DBS check.



Why work at Lord Grey?

At Lord Grey we have a strong sense of team. Staff support each other well and we have good systems and processes to make working as effective and efficient as possible. We have a strong commitment to supporting staff so that they can manage the very important work that we do. We don't underestimate the responsibility and sometimes stress that comes with working in a busy school environment.

How we support staff at Lord Grey

- No pressure to "put on a show" in lessons. A culture of typicality is reinforced by no lesson grading.
- Visible Leadership Team who are on hand to listen and support.
- Everyone has the highest expectations of behaviour, with all staff reinforcing those expectations.
- A clear system of sanctions which is applied consistently so staff don't have battles with students.
- Excellent pastoral support offered through our year teams.
- Specialised personalised CPD for all staff through the GROW model.
- Time for staff to put new things into action and a very careful approach to avoid initiative overload.
- Regular Staff, Faculty and Pastoral briefings to support good communication.
- Headlines – a weekly whole staff email containing all the important information which reduces the number of emails in your inbox. No emails outside of work hours.
- Performance Management is tailored to faculty and individual needs. Data targets are not used punitively but aspirationally.
- We are constantly streamlining all systems and processes so they take less time.
- Open door Principal - no concern is ever too small.
- Countless opportunities to get involved with the wider life of the Academy - Duke of Edinburgh, school performances, sports teams, music etc.
- Contributions of staff recognised through our colleague to colleague recognition awards and student thank you cards.
- There are regular staff wellbeing events organised for staff.

Lord Grey Academy is also in a great location. The Academy is situated on a large site in West Bletchley on the southern side of Milton Keynes. Bletchley itself is the home of 'Bletchley Park', where the WW2 'Enigma' code was broken – this site of historical importance and tourist attraction is just a few minutes' walk from the Academy.

Bletchley is a lively town on the outskirts of Milton Keynes, and offers plenty of accommodation, good shopping and good rail links to London and Birmingham. Milton Keynes is centrally placed with excellent transport links, by both road and rail, to the rest of England. Milton Keynes is one of the fastest growing cities in Europe and has superb shopping, many bars and restaurants and a very good theatre. With excellent cinemas, Xscape and the Snow Dome, MK Dons FC and a range of other leisure options, there is plenty to do in Bletchley and Milton Keynes. For those who prefer the countryside, there are many beautiful Buckinghamshire and Northamptonshire villages on the periphery of Bletchley.



JOB DESCRIPTION - HEALTH ADVISOR

Role:	Health Advisor
Responsible to:	Health, Welfare and Reception Team Leader
Based at:	Lord Grey Academy
Hours:	14.5 hours per week, 39 weeks per year
Grade:	Grade G, points 8 to 13

Job Context

Lord Grey Academy is a secondary Academy with approximately 1450 students and 170 staff. The Health Advisor, as part of the Health, Welfare and Reception team, will offer a comprehensive First Aid service to students, staff and visitors. The post holder will promote good health and wellbeing, oversee and contribute to the school's procedures for treatment of accidents and issue of medication within the school's policies and be part of the school's Safeguarding Team

Key Responsibilities

- As part of the Health, Welfare and Reception team, to provide a comprehensive First Aid service to students, staff and visitors.
- Alongside the Health, Welfare and Reception Team, to ensure equipment, medication, other consumables are maintained, well stocked, and disposed of appropriately.
- To ensure First Aid provision, incidents, accidents and administration of medicines are recorded and reported accurately and in a timely manner.
- To be part of the school's Safeguarding Team, implementing the school's Child Protection Policy and dealing daily with students, offering support and signposting to other agencies where appropriate.

Job Description

Responsibility area 1

- The application of first aid to students, staff and visitors as and when required and the maintenance of appropriate records
- Inform emergency services where appropriate
- Contact parents/carers/emergency contacts
- Accompany student to hospital, where essential
- To regularly liaise with the Health, Welfare and Reception Team in ensuring continuity of provision and transfer of pertinent information
- To participate in relevant professional training to maintain knowledge and skill levels
- To provide staff with general training about the initial care of students with medical needs
- To provide health advice to staff organising school trips
- Working alongside the trip organisers and trip leader to ensure students with medical needs are identified and relevant medical information is provided

Responsibility area 2

- Working alongside the Health, Welfare and Reception to ensure medical room equipment, medication, other consumables are maintained, well stocked, and disposed of appropriately
- Regularly review and replenish the first aid boxes, facilities and supplies, ensuring they are maintained.



Responsibility area 3

- Working alongside Health, Welfare and Reception Team Leader to administer student medication under protocols and Care Plans and ensure this is adhered to by staff
- To maintain contemporaneous School Health Records in an accurate and legible manner and to maintain confidentiality where appropriate.
- Working with Health, Welfare and Reception Team Leader and Learning Support Team to contribute to incident reporting and procedures
- To complete statistical and other returns as requested in a timely manner
- The administration and organisation of visits by medical practitioners, to include the organisation of student appointments, immunisations, preparation of the medical room and other rooms designated for the visits and maintenance of student records
- To liaise with other agencies, statutory and voluntary and maintain good working relationships, assisting with referrals and consulting as necessary, with the informed consent of clients and within the policies of the school
- To regularly attend the School Nursing Team meetings to ensure best practice in all procedures
- To liaise with the School's Health and Safety Officer who will make decisions regarding whether an accident should be reported to the Health and Safety Executive and the need to complete a risk assessment

Responsibility area 4

- To contribute to the responsibility for safeguarding and promoting the welfare of children.
- To work according to the current safeguarding children policies and Milton Keynes' inter-agency procedures
- To provide confidential health advice to pupils with a particular focus on sexual health, healthy lifestyle, mental health, referral and signposting to health and support services
- To involve the carer and child in the process of meeting health needs

Tove Learning Trust expects its employees to work flexibly within the framework of the job description. This means the post holder may be expected to carry out work that is not specified in the job description but which is within the remit of the role, duties and responsibilities.

Tove Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff & visitors to share this commitment.

Signed _____ Date _____



PERSON SPECIFICATION

Experience/Knowledge	Essential	Desirable	How evidenced
Experience of working with children	✓		A I
One year or more of working in a school environment		✓	A
Knowledge of child development	✓		A I
Technical Job Related Skills	Essential	Desirable	How evidenced
Ability to communicate effectively, both verbally and in writing	✓		A I R
High level of interpersonal skills	✓		A I R
First Aid Certificate and willingness to train to required high level	✓		A I
Counselling skills		✓	A I
Ability to assess and analyse clinical situations and to discern appropriate action	✓		A I R
Personal Job Related Skills	Essential	Desirable	How evidenced
Commitment to professional standards	✓		A I R
Commitment to quality and continuous improvement	✓		A I
Ability to work under pressure	✓		A I
Confidentiality	✓		A I R
Team orientated	✓		A I R
Office management and good organisational skills	✓		A I R
Ability to drive a motor car	✓		A I
Ability to lift and manoeuvre students/adults into a wheelchair for short distances	✓		A I
Education/Qualifications	Essential	Desirable	How evidenced
GCSEs, including Mathematics and English at C grade or better	✓		A
Willingness to undertake further work related training	✓		A I
Other Requirements	Essential	Desirable	How evidenced
Willingness to be flexible with working hours to respond to the school's needs	✓		A I
Commitment to uphold the School's Equal Opportunities Policy and Safeguarding and Child Protection Policy	✓		A I

A – Application form I – Interview R – Reference