



# Recruitment Pack

Lead First Aid Officer

December 2025



School ready; Work ready; Life ready

## Contents

Horizon Community College: Our Vision .....	3
College Strategic Priorities .....	4
Core Values .....	4
Child Safeguarding Policy.....	6
Vacancy Details.....	7
Job Description .....	8
Employee Specification.....	10
The Application Process .....	12

## Horizon Community College: Our Vision

The economic, cultural and social landscape of Barnsley is changing. Opportunities in further education, higher education and professional roles are increasing; opportunities for individuals to shape their own career pathways are growing; opportunities for individuals to challenge traditional socio-economic patterns are multiplying.

At Horizon Community College, our responsibility is to prepare students for this reality. We want young people to leave the College well qualified and with a unique skill set that will enable them to stand out from the crowd. We want young people to be in possession of a passport of qualifications and employability skills that will enable them to pursue exciting careers, attend prestigious universities, complete dynamic apprenticeships and play leading roles in regenerating this area and beyond.

Our curriculum is tailored to the needs of and meets our ambition for each individual student. This is underpinned by the College's core values which help to prepare every student for a lifetime of success. Our Curriculum and Culture ambition:

- aims to **challenge every learner, in every lesson, every day**
- develops the character and skill set of all, through the belief that we are '**Positive Role Models**'
- ensures **opportunities for all** through our personal development and Careers and Enterprise programmes.

Successful education is also about working in close partnership with our families and the community to ensure our students succeed in each School year and are prepared for the next appropriate phase of their education. We work together to empower our students to believe that anything and everything is possible.

We heavily invest in the growth and development of our entire workforce, so they are also prepared for the next phase of their careers. We promote 'one team' working hard to support each other. We are focused on continued professional development for staff at every level.

We embed a curriculum and culture that results in Equity of Opportunity, Strong Community, High Expectations, Global Readiness and Kindness so that our students are School ready; Work ready; Life ready.



**Claire Huddart**  
**Principal**

**We are delighted that you are applying for a role at Horizon Community College, and hope that this document will inform you about how we aim to provide the very best secondary education in Barnsley and beyond.**

## STRATEGIC FOCUS

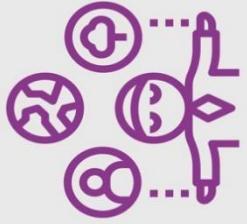
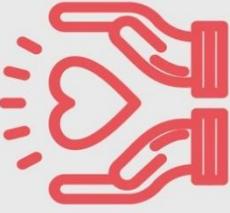
# VISION: School Ready; Work Ready; Life Ready

## PURPOSE

- Challenging Every Learner, in Every Lesson, Every Day
- Developing Positive Role Models
- Opportunities for All

STRATEGIC GOALS				DRIVERS				BEHAVIORAL DRIVERS					
Quality of Education		Behaviour & Attitudes		Personal Development		Leadership & Management		Aspiration		Core Values		Kindness	
Curriculum	Teaching & Learning	Assessment	Positive Attitudes	Relationships	Attendance	Identity	Engagement	Opportunity	Vision & Ethos	Safeguarding & Wellbeing	Growth & Inclusivity		
• Students access a broad, balanced, and ambitious curriculum that meets all statutory requirements.	• Students benefit from consistently high-quality, responsive teaching that drives sustained progress.	• Students benefit from teaching that is informed by assessment data, enabling effective planning, adaptive instruction, and targeted support.	• Students apply their knowledge and skills to deepen understanding which is regularly checked and reinforced.	• Students develop sequenced knowledge and skills within each subject, supporting strong progress and outcomes.	• Students are supported to succeed through an accessible and appropriate curriculum that promotes equality and inclusion.	• Students make strong progress, particularly towards Expected Standards at KS3 and Achievement Grades at KS4.	• Students benefit from teaching that is informed by assessment data, enabling effective planning, adaptive instruction, and targeted support.	• Students value their learning time and this is reflected in their high attendance and punctuality.	• Students contribute to college life for the benefit of themselves and those around them.	• Students are supported to make informed choices about their future aspirations.	• A culture where:		
Curriculum Framework & Overviews	Assessment Framework	Praise & Rewards	Role of the Form Tutor	SEND & Wellbeing	Student Voice & Votes for School	Governance	Workload	Staff CPD					
QoE Review Process	CPD to RAISE standards	Clear, consistent graduated consequences	Recognise, Report, Record & Refer	Personalised provision	Student Ambassadors & Leadership	Enrichment beyond the Curriculum	Robust Safeguarding Practice						
National Curriculum & Exam Specifications	Evidence-based Pedagogy	Data-driven Practice	Character in the Classroom	Restorative Conversations	Cultural Literacy, Diversity & Equality	Student Council & Democracy in action	Policy & Practice	Student Council & Democracy in action	Careers & Enterprise	Finance	Inclusive Practice		
Having High Expectations of Yourself		Taking Responsibility For Your Learning		Character in the Classroom		Having a Growth Mindset		Respect		Kindness			
Democracy		The Rule of Law		British Values		Individual Liberty		Mutual Respect and Tolerance		Taking Ownership of Your Learning			

# Core Values

<p><b>ASPIRATION</b></p>  <p>We aim to be the very best that we can be. We are curious, ambitious and have a strong desire to achieve.</p>	<p><b>PRIDE</b></p>  <p>We are proud to be students at Horizon. We produce work of the highest quality; we have the confidence to celebrate our success; we respect our environment.</p>	<p><b>INDEPENDANCE</b></p>  <p>We take responsibility for our success. We take control of our future.</p>	<p><b>KINDNESS</b></p>  <p>We are thoughtful and considerate to others. We are caring, supportive, friendly and generous in all we do.</p>
<p><b>RESPECT</b></p>  <p>We treat others the way we would like to be treated. We celebrate that everyone is different; we are inclusive, and we embrace diversity.</p>	<p><b>RESILIENCE</b></p>  <p>We never give up. We face challenges with confidence and respond positively to feedback.</p>		

## Child Safeguarding Policy

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A Disclosure and Barring Service (DBS) check will be undertaken for the successful applicant.

The College pays full regard to DfES guidance 'Safeguarding Children and Safer Recruitment in Education' Jan 2007. We ensure that all appropriate measures are applied in relation to everyone who works for Horizon who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and an Enhanced DBS check.

**Please note that it is an offence to apply for a role in a school and/or working with children if you are barred from engaging in regulated activity relevant to children.**

**Please note that an online search will be carried out for all shortlisted candidates. This includes a search on the world wide web and relevant social media sites.**

Please visit: <https://horizoncc.co.uk/safeguarding/>

## Vacancy Details

<b>Role:</b>	<b>Lead First Aid Officer</b>
<b>Salary:</b>	<b>Grade 4 - £26,403 to £28,142 (Actual salary £22,620 to £25,003)</b>
<b>Hours Per Week:</b>	<b>37 (Monday to Friday)</b>
<b>Type:</b>	<b>Permanent, term time only plus 2 INSET days</b>
<b>Closing Date:</b>	<b>Monday 5 January 2026</b>

We are seeking to appoint a Lead First Aid Officer to provide effective and efficient support to students with medical issues and administer and coordinate first aid as appropriate across the college.

Experience in the administration of first aid and medication is essential together with the ability to review, interpret and support the implementation of individual medical care plans.

Applicants must also be able to demonstrate extensive knowledge of Health and Safety policies and procedures in relation to administering medication, first aid and accident reporting.

Qualifications required are 4 GCSE's or equivalent, including English and Mathematics (Grade 9 to 4, A\* to C) together with First Aid at Work Certificate at Level 3 or higher.

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is an offence to apply for a role in a school and/or working with children if you are barred from engaging in regulated activity relevant to children. Online searches will be carried out for all shortlisted candidates. This includes a search on the world wide web and relevant social media sites.

Horizon Community College reserve the right to close this advert prior to the closing date above.

## Job Description

<b>JOB TITLE:</b> Lead First Aid Officer
<b>GRADE:</b> 4
<b>RESPONSIBLE TO:</b> Administration Manager
<b>EMPLOYEE SUPERVISION:</b> None

### Purpose of Post:

To provide effective and efficient support to students with medical issues and administer and coordinate first aid as appropriate across the college.

### Key Areas:

- Attend to the medical needs of students and staff, providing first aid and referral to hospital or other medical interventions where necessary.
- Liaise as appropriate with pastoral teams and other relevant staff regarding individual student welfare and safeguarding issues.
- Ensure that procedures and records are current, and that 1st Aid room and equipment is organised and equipped correctly.

### Duties and Responsibilities:

- Liaise with pastoral teams in respect of minor health matters including agreeing arrangements for the collection of students.
- Attend to the medical needs of students and staff, providing first aid and referral to hospital or other medical interventions where necessary.
- In collaboration with the Assistant Principal, take a lead on maintaining and reviewing Individual Health Care Plans liaising with relevant agencies and parents.
- Collect medication from students for safe storage and administration in line with their Individual Health Care Plan.
- Ensure accident reports and RIDDOR forms are completed in accordance with the Health and Safety policy and support the Operations Manager with the production of statistics of accidents.
- Liaise with feeder primary schools prior to the beginning of each new academic year in order to ensure the smooth transfer of medical information for the new intake.
- Produce risk assessments, including supporting with the production of risk assessments for trips when necessary.
- Ensure own medical training is up to date and in line with current medical advise and practice.
- Liaise with external agencies with regard to individual student and family needs.
- Monitor and maintain supplies of medical resources across the college.
- Signpost students towards a range of activities, courses, organisations and personnel that can provide additional support within and beyond school.
- Record student attendance at the first aid room, sharing information with appropriate colleagues where early intervention may be required.
- Establish and maintain regular contact with parents and/or carers of students receiving regular medical support; keep parents and/or carers informed of individual pupil's needs.
- Support the assessment of students' first aid and medical needs in line with school, local and national health frameworks.
- Maintain accurate records and produce reports as required.

- Lead on whole school vaccination programmes, liaising with outside agencies and organising and coordinating immunisation days.
- Arrange Emergency First Aid at Work training for relevant staff and maintain accurate records for when this is due for renewal.

### **Support for the College**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Ensure every child is valued for who they are and that all students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos, work and aims of the College.
- Establish constructive relationships and communicate with other agencies/professionals to support achievement and progress of students.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.

The above duties are not exhaustive and the postholder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Principal.

**The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.**

## Employee Specification

When filling in the application form, please demonstrate with clear, concise examples how you would meet the requirements of the post. You will be assessed in relation to the Essential and Minor criteria. Please bear in mind that you must possess the Essential Criteria on day 1 to be able to do the job. If there are large numbers of applications for the post then all of the criteria will be used for shortlisting. Under the Disability Discrimination Act (DDA), we recognise and welcome our responsibility to remove any barriers in our recruitment and selection process. We have tried to assess this in our Job Description and Employee Specification, however if you feel that there are barriers, please tell us in the application form. As part of the DDA, we are committed to making reasonable adjustments, wherever possible and it would help us to know your needs in order to do this.

<b>Attributes</b>	<b>Criteria</b>	<b>How Identified (either Application Form or Interview)</b>	<b>Rank (Essential/ Desirable)</b>
<b>Relevant Experience</b>	Experience of working in school environment  Experience in the administration of first aid and medication  Experience in working with a range of people including staff, parents and external agencies.  Experience in reviewing, interpreting and supporting the implementation of individual medical care plans.  Experience of accident reporting, and the processes for reporting of accidents for HSE and RIDDOR	Application form/interview  Application form/interview  Application form/interview  Application form/interview  Application form/interview	Desirable  Essential  Essential  Essential  Desirable
<b>Education and Training Attainments</b>	4 GCSE's or equivalent including English and Mathematics (Grades 9 to 4 or equivalent) or Level 2 qualification in a relevant subject.  First Aid at Work Certificate at Level 2 or higher	Qualification certificate/interview  Qualification certificates/interview	Essential  Essential
<b>General and Special Knowledge</b>	Knowledge of procedures for the administration of first aid  Knowledge of the appropriate administration of medication  Knowledge of Health and Safety policies and procedures in relation to administering	Application form/interview  Application form/interview  Application form/interview	Essential  Essential  Essential

	<p>medication, first aid and accident reporting</p> <p>Knowledge of the range of support available for young people in dealing with lifestyle/medical issues</p>	Application form/interview	Desirable
<b>Skills and Abilities</b>	<p>Time management skills</p> <p>Ability to communicate at all levels – both in writing and verbally</p> <p>Ability to respect confidentiality</p> <p>Ability to build and maintain appropriate relationships with young people</p> <p>Commitment to the safeguarding and promotion of the welfare of children and young people.</p>	<p>Application form/interview</p> <p>Application form/interview</p> <p>Application form/interview</p> <p>Application form/interview</p> <p>Application form/interview</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
<b>Additional Factors</b>	A willingness to take part in training and development opportunities as required.	Application form/interview	Essential

**In compiling this, please refer to the Section 'Review Job Description and Employee Specification' in the Recruitment and Selection Code of Practice.**

## **The Application Process**

Please read the Guidance Notes for Applicants before completing an application form.

The candidates selected for interview will be informed after shortlisting and full details of the interview process will be provided.

**This is an exciting and rewarding role and we look forward to receiving your application.**

For more information about working at Horizon and the fantastic benefits we offer our staff please visit [www.horizoncc.co.uk](http://www.horizoncc.co.uk).

Should you wish to discuss the role further please contact us on 01226 704230.