



GREENSHAW
LEARNING TRUST

Lead First Aider Recruitment Pack



**ALWAYS
LEARNING**

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Five Acres High School
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Dear Candidate

Thank you for your interest in the role of **Lead First Aider** at **Five Acres High School**. We are looking for a committed individual who is passionate about education and invested in supporting our students to be as successful as possible. This is an excellent opportunity to join a successful forward-looking school set in a dynamic community. Our world class school quality mark and school of character kitemark plus show this. This is a school that will give you an opportunity to demonstrate you are remarkable.

Five Acres High School is one of the top 3.5% of schools nationally for progress and recently rated 'Good' by OFSTED Our world class school quality mark and school of character kitemark plus show this. This is a school that will give you an opportunity to demonstrate you are remarkable. Our values are ambition, confidence, creativity, determination and respect and we pride ourselves on ensuring students work towards our mission which is to encourage students to 'Aim High, Work Hard and Be Kind'.

We are proud members of the Greenshaw Learning Trust, a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing our own distinctive character.

The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for students. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

As one of the highest performing multi-academy trusts in the country, we currently comprise of over thirty schools in South London, Berkshire, Surrey, Gloucestershire, South Gloucestershire and Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

We are ambitious about diversity and inclusion and very much look forward to receiving applications from candidates whose personal qualities and values reflect those in the person specification and whose experiences also place them in a strong position to deliver the challenges set out in the job description. We encourage applications from candidates regardless of age, disability, gender identity, sexual orientation, pregnancy, marital status, religion, belief, or race.

Five Acres High School is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

The school websites provide a clear picture of our aspirations and our vision; however, please do not hesitate to contact us to seek further information by contacting Dawn Pearse, HR Manager using the contact details at the top of this letter.

We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.

Yours sincerely



Simon Phelps
Headteacher

Department and Subject Information

Our First Aid team

Context and Background:

We are a proud member of the Greenshaw Learning Trust, a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing their own distinctive character. Our outstanding GCSE results over the past three years places Five Acres High School in one of the top 3.5% of schools nationally in terms of progress and we continue to be driven by our aim to ensure that our students will have a better chance of success than if they went anywhere else.

Our school maintains high expectations, with a strong focus on staff development and strong behavioural expectations and routines embedded within the school. This allows teachers to focus on planning and delivering excellent lessons which enable all students to make progress and feel successful. Our school is focused on enabling students to develop into well-rounded young adults who are instilled with the school's core values of ambition, determination, respect, creativity and confidence. We are able to achieve this through our Character Education programme as well as our embedded practices such as our reading programme and knowledge rich curriculum.

The Department:

We currently have a team of 11 first aid-trained members of staff, including teaching and support staff. The lead first aider will work alongside this team to provide first aid support to students and staff. They will also work alongside the pastoral team to update students' medical records, share information with the appropriate members of staff and liaise with parents/carers to manage Individual Health Care Plans and record updates/change to students' medical information.

Resources:

Training will be provided on our communication system, Bromcom, and on the school's reporting systems to ensure that accurate records of medical events are recorded. We are a Google school so work collaboratively using Google programmes such as Google docs, Google sheets and shared drives.

Greenshaw Learning Trust – ‘Always Learning’

GLT is one of the highest performing multi academy trusts in the country that provides high quality comprehensive, non-selective and inclusive education. The Trust is committed to meeting the needs of every student and our schools offer a broad curriculum and wide range of special needs provision in a welcoming and challenging environment.

We are extremely proud of our success, but we are not complacent. We believe that we can – as an academy trust, as schools and as individuals – always improve. We are all ‘Always Learning’.

Each school in GLT is led by its own leadership team and a governing body, which have the support of the wider Trust to help them achieve their objectives for their school. Being part of the Trust provides our schools with an effective structure, collaboration, and support. Our culture of trust and openness fosters mutual support and continual improvement.

At GLT it is really important to us that our classrooms are disruption free and the schools are calm and orderly. Our shared behaviour policy assists to make this happen and enables our teachers to have the greatest impact on the educational outcomes of the children in their classes.

School-to-school collaboration is enabled by regular contact between school leaders. Our shared services professionals provide a wide range of effective, rapid and flexible support, advice and guidance to our schools, including curriculum support, school improvement, staff training and development, admissions, attendance, behaviour, safeguarding and SEND, pupil services, estates, finance, HR, IT, catering, clerking, procurement and governance.

From its establishment as a multi academy trust in 2014, the Trust has grown significantly and currently employs around 3,400 people and educates over 22,000 students. Further information about our schools can be found [here](#).

The Greenshaw Learning Trust Mission Statement

We are ambitious for our schools and their students. We believe that there is no ceiling on what can be achieved by anyone, regardless of their circumstances or background.

We are committed to providing a supportive and inclusive learning environment, giving every young person the opportunity to fulfil their potential now, and in the future.

We seek to realise the power of individuals and organisations working together in collaboration whilst retaining their individuality, and we recognise that we can always improve.

Greenshaw Learning Trust Employee Benefits

The GLT recognises that our employees are our most important asset, and we are aware that the quality and commitment of our employees is critical to our success. We offer all our employees the following staff benefits:

- A supportive ethos and concern for the well-being of all colleagues
- Excellent CPD opportunities and career progression
- Employer contributions to Local Government (LGPS) or Teachers Pension Scheme
- Cycle to Work scheme
- Gym membership scheme
- Employee Assistance Programme
- Free eye tests
- Car benefit scheme
- My Health discounts

Terms and Conditions

Line Managed by:	Office Manager
Line Management:	Not applicable
Contract:	Permanent
Salary:	<p>Salary calculated in line with Grade F pay scale, points 6 – 12 (Full time salary (£25,183 - £27,711)</p> <p>(£18,098 – £19,914 actual salary - Factor 44.967 working weeks)</p> <p>Starting salary and pay points will be aligned with relevant regional NJC spine on appointment, dependent on the location of the postholder</p>
Hours of Work:	<p>A maximum of 30 hours per week to be worked between Monday and Friday.</p> <p>Flexibility can be given to the hours agreed. However, the mandatory hours will be Monday to Thursday, 10.00am – 2.30pm.</p>
Place of Work:	Five Acres High School. Five Acres, Coleford, Gloucestershire, GL16 7QW
Medical Examination:	The appointment is subject to a satisfactory medical report
Superannuation:	<p>Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme (LGPS) or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: https://www.lgpsmember.org</p>
Holiday Entitlement:	The postholder will be paid an enhancement for holiday pay, which is included in the salary details above
Probation Period:	New employees are required to complete a six-month probationary period
Disclosure & Barring Service Check:	This appointment is subject to the receipt of a satisfactory enhanced Disclosure and Barring Service check
Right to Work Check:	This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations may be required in accordance with the statutory guidance

Job Description

Lead First Aider

The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

Job Purpose

The First Aid team, play an important part in supporting and safeguarding our students. This role will have day-to-day responsibility for overseeing and managing the health care needs of students within the school. You will deal with any first aid incidents quickly and effectively ensuring that you utilise other resources available to you as and when needed.

The role will involve liaison with students, parents, school staff and other health care professionals to communicate and arrange a high standard of service.

At times when first aid is quieter, you will be required to carry out other tasks around the school to utilise the skills set of the individual such as working alongside the admin team, site team and or technicians.

Main Duties and Responsibilities

- Being the main point of contact for all instances that arise in school for students, staff and visitors requiring first aid assistance. Ensure the safe storage of student medication.
- Provide Medical/First Aid to students
- Responsibility for the provision of First Aid supplies throughout the school; monitoring of the use and reliability of any supplies/equipment.
- Liaising with the school immunisation team with regards to immunisations and medicals etc, including distributing, receiving reminders and consent forms.
- Overseeing the maintenance of confidential student medical records in line with GDPR
- Ensuring Health Care Plans (HCP) received are updated for all relevant students, involving attending and participating in meetings as required
- Producing reports from our system to ensure and monitor accurate recording of data.
- Overseeing the first aid arrangements for any emergency transport to hospital, accompanying members of the school if necessary. Ensuring immediate liaison with parents/carers; follow up of such cases after referral to hospital as required.
- Being responsible for keeping up to date with the requirements of the role, by attending appropriate INSET and meetings and keeping abreast of changes in legislation to include potential outbreaks of infection/illness.
- Format letters/documents to ensure consistency with all communications
- Handle difficult situations and issues with sensitivity and calm, ensuring you are always aware of the safeguarding of pupils, data protection issues and the need for strict confidentiality at all times. Reporting any concerns to the appropriate person

General

- Be trained and proficient to offer Medical/First Aid provision on a day-to-day basis at school

- Ensure all appropriate information and communications are disseminated to appropriate staff

Safeguarding Children

The Trust is committed to safeguarding children and promoting the welfare of children and young people and expects 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 enhanced Disclosure & Barring check along with other relevant employment checks.

Probationary Period

New employees to the school will be required to complete a six-month probationary period of service.

This job description is not exhaustive and serves only to highlight the main requirements of the post holder. The line manager may stipulate other reasonable requirements. The job description will be reviewed regularly and may be subject to change.

Person Specification

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application.

Criteria	Essential	Desirable
Training, Qualifications and Experience: On their application form, candidates will demonstrate that they have the following training, qualifications, and school experience:		
	<ul style="list-style-type: none"> • A good relevant education to GCSE Level or equivalent • A recognized first aid at work qualification 	<ul style="list-style-type: none"> • Previous experience of working in a role involving first aid delivery and training • Further qualifications or training relevant to the role
Personal and Professional Qualities and Attributes: In their statement of suitability and during the selection process, candidates will demonstrate the ability to:		
	<ul style="list-style-type: none"> • Previous experience of demonstrating strong organisational skills • Ability to maintain confidentiality and deal sensitively with related issues/individuals with tact, diplomacy and discretion • Good interpersonal skills with both adults and children both written and verbal • Be dependable, able to follow instructions and respond to management directions. • Experience of using Information Technology. • Ability to work quickly, methodically and accurately under pressure and act flexibly to support others and respond to unplanned situations • Efficient, accurate and excellent attention to detail 	<ul style="list-style-type: none"> • Previous experience of working with children in an educational setting. • Experience of using Bromcom (School Information System)

Additional Requirements: In their statement of suitability and during the selection process, candidates will demonstrate that they can meet the following requirements:

	<p>Have a willingness to extend skills through appropriate training.</p> <p>A passion and desire to drive things forward.</p> <p>Commitment to working within the School’s Safeguarding Policy and Procedures.</p> <p>High levels of professional integrity, energy and enthusiasm.</p> <p>Flexibility to undertake any role within the department.</p> <p>Commitment to high standards and expectations.</p> <p>An ability to quickly adapt to change.</p>	
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The Recruitment Process

1. Application

Visit our website to view our current vacancies [here](#)

To apply for a staff vacancy, please register for an online account and complete the online application form. The recruitment process is managed via your online account and you will receive regular notifications regarding the progress of your application.

You have the opportunity to upload an attachment to support your application if desired. In the application form you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples which support your application.

Applications must be received no later than **Sunday 26 January 2025**. Applications received after this date will not be considered.

2. Shortlisting

Shortlisting will be finalised on **Monday 27 January 2025**. Shortlisted applicants will receive an email inviting them to select their preferred interview time. Please ensure you enter your correct email address on your application form and provide a contact telephone number. References may be taken up after shortlisting. Please ensure you indicate clearly on your application form if you are happy for us to do so.

3. Interview Process

Interviews will be held on **Monday 3 February 2025**. Applicants may also be asked to undertake a practical test related to the knowledge and abilities in the Person Specification.

4. Feedback

Unsuccessful shortlisted applicants will have the opportunity for professional feedback during the week following the interviews.

5. Taking up post

We can be flexible with the start date.

6. Additional information

For further information, please contact Dawn Pearse, HR Manager by emailing dpearse@5acreshighschool.co.uk

7. Safeguarding

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS and barred list check.