



# **Fir Vale Academy**

The best in everyone™

Part of United Learning

## **Briefing Pack for Applicants**

**Medical Officer**

**January 2026**

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## Section 1 – Post Advertisement



**Fir Vale Academy**  
The best in everyone™  
Part of United Learning

**Job title:** Medical Officer  
**Location:** Fir Vale Academy, Owler Lane, Sheffield, S4 8GB  
**Salary:** Band 3 - £29,778 to £42,593 FTE (actual of £27,012 gross per annum)  
**Contract:** Permanent, full-time, 37.5 hours per week, 41 working weeks.  
**Start date:** As soon as Possible

We are seeking to appoint an experienced individual to become the Medical Officer for Fir Vale Academy. This role will be an integral part of the Academy, leading on medical provision, maintaining records and ensuring that students are supported with ongoing medical needs.

This role requires a highly focussed individual who is organised and passionate about making a difference to our academy and the local community, by supporting the health and wellbeing of students so they can fully participate in learning. This is a challenging role that will bring many rewards.

### We will offer you:

- Highly competitive pay above national average.
- Excellent facilities and resources.
- Access to an outstanding professional development programme.
- A respectful working environment.
- Supportive, friendly colleagues who are committed to each other's professional development.
- A chance to become part of United Learning, one of the largest groups of academies in the country.
- Opportunities to work collaboratively with colleagues in each academy, across the Cluster and United Learning.
- Excellent employee benefits which include a highly sought-after pension scheme with high employer contributions.
- Access to training through the Apprenticeship Levy.
- Westfield benefits platform.
- Free on-site parking.
- Access to an Employee Assistance Programme (EAP).
- We encourage open and regular conversations about work-life balance.

As part of United Learning our aim is to bring out 'the Best in Everyone' and we continuously strive to ensure that students and staff have every opportunity to succeed, with their potential developed to the utmost.

United Learning is one of the largest and most successful Trusts in the country who offer unrivalled Continuing Professional Development (CPD) and training, including opportunities for nationwide networking.

## **We are looking for:**

- An individual with excellent communication and written skills.
- Experience working within the education sector, preferably in a role focused on medical provision.
- Has a First-Aid qualification.
- A driven, proactive and positive individual with an unwavering commitment to continuously improving standards.
- A team player who works closely with colleagues and other professionals to ensure policies and procedures are in place for medical provision.
- Good general IT skills.
- Be resilient in implementing the academy's medical and first aid needs policies.
- An individual who has a fundamental belief in the power of education to enable students to achieve anything they set their minds to.
- You must have good organisational skills and a keen eye for detail.
- Demonstrate a positive, proactive and professional approach at all times.

Please see the job description and person specification for further detail.

To apply, please click the 'Apply Now' button at the top of the advert on our website using the following link to our vacancies page: [Fir Vale Academy Vacancies](#) and complete our online application form. Please note that CVs are not accepted.

**The closing date for this post is Midnight, Sunday 22 February 2026**

**If you would like to discuss this exciting opportunity, please contact**

[hr@unitedlearningyorks.org.uk](mailto:hr@unitedlearningyorks.org.uk)

United Learning is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Employees will, in accordance with statutory guidance, be subject to a comprehensive checking process including references from current and previous employers, health, Right to Work in the UK, an Enhanced DBS check and a further check against the appropriate barred list.

## Section 2 – United Learning

Fir Vale Academy is part of United Learning which is a large and growing group of schools aiming to offer a life changing education to children and young people across England.

Our schools work as a team and achieve more by sharing than any single school could. Our Subject Specialists, Group-wide Intranet, our own curriculum and online learning portal all help us share knowledge and resource, which supports simplifying work processes and managing workloads for an improved work-life balance.

As a Group we can reward our staff better, we provide good career opportunities, better pay, employee benefits and ultimately, the satisfaction of helping children to succeed. We invest in our staff wellbeing. Our academies each have at least eight INSET/training days per year (with three of those solely dedicated to planning) and an ongoing group-wide wellbeing programme. It is an ethos we call 'the Best in Everyone'.

We are working hard to become a more diverse organisation, which is key to our commitment to bringing out 'the Best in Everyone'. We welcome applications from everyone committed to this ethos and would particularly welcome applications from black and minority ethnic candidates who are currently under-represented in the Group as a whole. We always appoint on merit. We are open to discussing flexible working options.

<https://unitedlearning.org.uk/>

## Section 3 – Letter from the Regional Director

Dear Candidate

Thank you very much for your interest in the role within the Yorkshire United Learning Cluster. The cluster itself is a close-knit group of four Secondary Academies: Fir Vale Academy, Barnsley Academy, Sheffield Park Academy and Sheffield Springs Academy, who work alongside a number of local Primary Academies; all from within the United Learning Trust.

The cluster is well-established and has excellent support from locally based cluster central services. These cover Business Management, HR, IT and Site/Estate Facilities. They are led by an Executive Business Manager. This provides our Academies with excellent trained advice and support in these areas; this benefits the leadership and wider staff of every Academy.

United Learning Trust is a national organisation serving Primary and Secondary Academies, all-through Academies and Independent Schools. Our ethos is, “the Best in Everyone”. This is a useful phrase that sums up the work and focus of the organisation. Every decision taken is done with this aim in mind: for staff, for students and for the community. The Trust values of Respect, Determination and Ambition are driven through the Character Programme, which each Academy has carefully interpreted in their own way. The Trust attributes of Creativity, Confidence and Enthusiasm are demonstrated at every level.

United Learning, and Academies within the Yorkshire Cluster, demonstrate a strong commitment to staff CPD and staff wellbeing. If you join our schools you will be inducted, supported and developed in a deliberate way from before you even take up post. Our status as an Academy Trust enables highly competitive rates of pay progression and our employee schemes, such as Perkbox, are an attractive feature of employment.

Above everything, we put young people first and seek to recruit adults who share this view. We work with students, parents and families to provide a structured, supportive experience that enables them to achieve as well as they possibly can and become excellent scholars and rounded individuals. We insist on classrooms and corridors that are respectful, orderly places where everyone is expected to display positive and mature attitudes.

Applying for a new job is a huge investment of time and emotional energy. The recruitment decision has to be right for employee and employer. I would encourage you to seek out any information you need in order to make the important decision to apply and we welcome visits to our schools in advance of applications wherever this might be helpful.

I do wish you the very best with your application and thank you again for considering us.

Best wishes,

Laura Moore  
Regional Director  
United Learning

## Section 4 – Letter from the Principal of Fir Vale Academy



Dear Candidate,

Thank you very much for your interest in joining Fir Vale Academy. I am delighted to introduce you to our school, and I hope this application pack gives you a clear sense of our values, our community, and the exciting opportunity this role presents.

Fir Vale Academy is a diverse and dynamic 11–16 secondary school, proudly serving the North of Sheffield. We are part of the United Learning family of schools, and we work closely with our cluster partners to share best practice and drive improvement. We fully subscribe to the ethos and values of United Learning, which align closely with our own commitment to ambition, opportunity, and determination for every student.

You are very welcome to contact me directly for an informal conversation prior to applying, and we would be pleased to arrange a visit so you can experience our school in action.

Thank you again for considering Fir Vale Academy as the next stage in your career. I wish you the very best of luck with your application.

Warm regards,

Danny Bullock  
Principal

## Section 5 – Job Description



### Job Description

<b>Post title</b>	Medical Officer
<b>Salary</b>	Band 3
<b>Responsible to</b>	Operations Officer
<b>Responsible for</b>	The postholder does not have any direct line management responsibility.
<b>Role purpose</b>	To support the health of students so they can fully participate in learning. Oversee and lead on the provision of medical care to students.
<b>Relevant qualifications</b>	<ul style="list-style-type: none"><li>• Level 2 qualifications in English and Maths, or equivalent.</li><li>• Experience in relevant discipline.</li><li>• First Aid at Work Certificate.</li></ul>

**The postholder must, at all times, carry out their duties and responsibilities within the spirit of United Learning and academy policies and procedures, and within the legislative framework applicable to academies.**

### Role Summary

The Medical Officer will lead on medical provision, including policy updates and strategic progression of medical care at the Academy.

The postholder will ensure that all systems, processes and procedures regarding student medical provision are timely, appropriate and effective in line with school policy. They will promote a positive health and well-being culture at Fir Vale Academy, and will engage with the local community to promote health and well-being initiatives.

### Key Responsibilities

Although not an exhaustive list the following gives an indication of the role and associated responsibilities.

#### Main Responsibilities

- To respond to the day-to-day health and first aid needs of students.



- To support children with medical needs such as allergies, asthma, diabetes, epilepsy or mental health concerns.
- To support and create comprehensive health care and personal emergency egress plans for students.
- To provide general advice on health concerns and accidents/injuries.
- To administer medication as per the school policy.
- Key holder for the medicine cabinets in the Medical room.
- Performing necessary health checks to assist with diagnosis.
- To work with the Designated and Deputy Safeguarding Leads in the context of prioritising the safeguarding and welfare of children.
- Timely maintenance and updating of electronic student files and medical records.
- Where necessary arranging for students to get home or to alternative care safely e.g. hospital.
- When requested, contribute to topics within the PSHE curriculum and / or assemblies by raising awareness of issues that can have a negative effect on student wellbeing.
- To promote healthy living and healthy relationships through the curriculum.
- To co-ordinate and lead extracurricular health and EWB sessions, promoting positive lifestyle choices and strategies. Network with external health organisations.
- To maintain the records of staff first aid qualification and book/rebook staff on relevant first aid training.
- To have regular communication with First Aiders to continuously improve the service and discuss different topics, including holding team meetings.
- To provide advice/training to teachers on healthcare issues and advising on school health policy.
- To work closely with other agencies, for example the Multi Agency Service Team and social services, in cases of child protection.
- To actively support the student body in developing and maintaining safe, healthy lifestyles through the provision of 'corridor' drop-ins covering such topics as health, relationships, smoking cessation, healthy eating etc.
- Provision of a weekly confidential health drop-in clinic for students.
- Lead assemblies and/or presentations to groups of students on relevant health topics.
- To lead on medical provision, including policy updates and strategic progression of medical care at the Academy.
- Checking of and maintaining Defibs around the school premises.
- Checking and arranging service for the fire evacuation chairs around the school premises. Maintaining records of staff who are trained to operate the fire evacuation chairs.
- To keep all first aid kits up to date, including ordering and maintaining all stock levels.
- Maintain accurate records of medical information on the management information systems. Review medical information for students on file for compliance and auditing purposes, and advise external medical Practitioner's where appropriate.
- Work closely with the Educational Visits Co-Ordinator (EVC) to ensure students medical needs are communicated when school trips take place.
- To work with the SEND Leads in the context of supporting pupils with Physical and Sensory needs.
- Liaise with the catering team to communicate allergens etc.
- Engage with the local community to promote health and well-being programmes.
- Ensure confidentiality of information in line with GDPR regulations.
- Advise colleagues on matters relating to confidential medical concerns.

## General

- To develop excellent working relationships with colleagues internally, centrally and externally.
- To be an effective and flexible member of the Support Services Team, contributing to the successful adherence to Medical and First Aid Needs policies.
- To uphold the Academy policies and procedures at all times.
- To ensure any documentation produced is to a high standard and is in line with the in-house style.
- Be aware and comply with policies and procedures relating to medical, first aid, safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Participate in training and other learning activities as required.
- Participate in the Academy's Performance Management process.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- To promote the area of responsibility within the Academy and beyond.
- To represent the Academy at events as appropriate.
- To support and promote the Academy ethos.
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post.

## Information

The need to adapt working hours around the business need of the academy is an expectancy of the job role.

The information contained above is to help staff understand and appreciate the work content of their post and the role they are to undertake in the organisation. However, it should be noted that whilst every effort has been made to outline all duties and responsibilities, a document such as this does not permit every item to be specified in detail. Broad headings have therefore been used in which case all the usual associated duties are included in this job description.

This job description will be reviewed annually as part of the performance management process and may be subject to amendment or modification at any time after consultation with the postholder. Elements of this job description and changes to it may be negotiated at the request of either the postholder or the incumbent of the post.

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I accept my job description and job title as detailed above.

<b>Name (print)</b>	
<b>Sign</b>	
<b>Date</b>	

## Section 6 – Person Specification



### Person Specification

<b>Post title</b>	Medical Officer
<b>Salary</b>	Band 3

Education and Qualifications	Essential	Desirable
Level 2 in Maths and English, or equivalent.	X	
First Aid at work certificate.	X	
Other relevant health related qualifications.		X
Defibrillator training		X
Experience	Essential	Desirable
Experience of working in a similar role of overseeing and leading on medical provision.	X	
Experience of administering first aid.	X	
Experience of working effectively as part of a team.	X	
Experience of working alone-a self-starter who can manage their own time.	X	
Can evidence strong communication and interpersonal skills in a professional context with young people, parents/carers and colleagues.	X	
Experience of managing workload and meeting deadlines to a high standard.	X	
Experience of working with children and young people.	X	
Experience of managing confidential information.	X	
Experience of working with Special Educational Needs and Disabilities (SEND)		X
Knowledge and Skills	Essential	Desirable
Ability to provide and maintain a quality customer focused service.	X	
Ability to use various Microsoft Office software, including databases/Excel.	X	
Excellent telephone manner and interpersonal skills.	X	
Ability to communicate effectively both verbally and in writing.	X	
To be able to work under pressure in a busy environment.	X	
Ability to maintain efficient record keeping systems.	X	
Excellent administrative skills.		
Experience of building professional working relationships with members of the community.		X

Experience using a Management Information System (MIS) and excellent record keeping.	X	
Experience of networking with local health organisations and professionals.		X
<b>Teamwork</b>	<b>Essential</b>	<b>Desirable</b>
Recognises the contribution and achievement of colleagues.	X	
Keeps colleagues, stakeholders and/or customers informed of progress.	X	
Treats others fairly, openly and consistently.	X	
Expresses disagreement or challenges views calmly, constructively and tactfully.	X	
Supports and co-operates with colleagues.	X	
<b>Personal Attributes</b>	<b>Essential</b>	<b>Desirable</b>
High levels of discretion, confidentiality, and awareness of Data Protection.	X	
High levels of personal and professional integrity.	X	
A facilitative approach to problem-solving and a 'can do' mindset.	X	
Good written and verbal communication skills.	X	
Ability to prioritise, multitask and manage workloads while maintaining a flexible response to urgent requests.	X	
Good interpersonal skills and ability to work with stakeholders at all levels.	X	
Organised and good attention to detail.	X	
Maintains high standards and takes initiative to make things better.	X	
Make recommendations for improvements to enhance quality of service.	X	
Ability and willingness to travel to locations within the cluster, attend meetings off-site with agencies, etc.	X	
Ability to drive and the use of a vehicle is advantageous.	X	

## **Section 7 – The Appointment Process**

These notes are intended to guide you when making an application.

### **The Application Form**

The application form is accessible via the 'Apply' link on the job advertisement. Please complete the application form neatly, fully and accurately, including exact dates. You are requested to submit a concise application. CVs are not accepted.

### **Education and Training**

State your qualifications and any training you have undertaken relevant to the post.

### **Present Appointment**

Make it clear what your present post is, which establishment you work in and who your employer is.

### **Previous Appointment**

When completing this section it is important that you offer a continuous record, or an explanation of any gaps to allow full account to be taken of your experience, for example, child raising, voluntary work.

### **Referees**

Suitable referees are people who have direct, recent experience of your work and who are in responsible positions. References will be taken if the candidate is successfully short-listed for interview. We may need to contact them at short notice so please be specific with regard to contact addresses including e-mail and telephone numbers.

### **The Supporting Statement**

The supporting statement is regarded as a very important part of your application. You should make statements that demonstrate how your qualifications and experience match the post.

### **Arrangements for Interview**

Shortlisted applicants will be contacted as soon as possible after the closing date. Referees are contacted prior to the interview stage for teaching and support staff posts. We would ask that all shortlisted applicants read the safeguarding information on the academy website/s prior to attending the interview.

### **The Interview**

Candidates will be invited to interview at the academy during which time they will have the opportunity to meet staff and students and see the academy at work.

### **Feedback**

Feedback is offered to those candidates who are shortlisted, interviewed and not recommended for appointment. It is hoped that this information will help you with future applications.

## Section 8 – Visitors/Contacts for Fir Vale Academy



**Fir Vale Academy**  
The best in everyone™

Part of United Learning

Fir Vale Academy  
Owler Lane  
S4 8BG

Website: <https://www.firvale.com>

Email: [enquiries@firvale.com](mailto:enquiries@firvale.com)

Telephone: 0114 2439391

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