



Castle Donington College

Receptionist and First Aid Assistant

Applicant Information





Castle Donington College

February 2026

Dear Applicant,

Receptionist / First Aid Assistant

Thank you for your interest in the post of Receptionist / First Aid Assistant at Castle Donington College. I hope this Information will be of interest to you and I look forward to receiving your completed application.

Castle Donington College is an 11-16 school. We have around 700 pupils on role across five-year groups (Years 7 to 11). The College is situated on the north-west edge of Leicestershire on the Leicestershire, Derbyshire, and Nottinghamshire borders and within 30 minutes' drive of Nottingham, Derby, Leicester, Loughborough and Burton, being close to the M1 and A50.

We chose to join the East Midlands Education Trust, a successful and thriving partnership of high achieving schools in January 2022. In June 2024 we received an Ofsted rating of 'Good' and we are very proud of our community and the pupils we serve. We have high aspirations for everyone in our community whether pupil or staff. We are therefore seeking to appoint a teacher who has a clear desire to contribute to the future success of the College and to support our young people to become the best they can be. The future is exciting, and we invite you to join us on the journey. Our school motto is 'Work Hard, Take Responsibility, Be Kind'.

All our staff work collaboratively to support each other, share best practice and drive school improvement. We are committed to a happy, purposeful and secure environment that provides the opportunity for all to grow and develop. Our staff are highly valued, well regarded and fully supported. We can offer a coherent programme of induction and we have a strong commitment to professional development. Your development will be a key priority for us, regardless of your experience.

The role of Receptionist/First Aid Assistant at Castle Donington College is vital to the smooth and safe operation of our school community. As the first point of contact for pupils, parents, visitors, and staff, this role embodies our school's vision of inclusivity and kindness by providing a welcoming, professional, and supportive environment. The Receptionist/First Aid Assistant ensures effective communication across the school, manages essential administrative tasks, and plays a crucial part in safeguarding by controlling access to the premises and responding promptly to health and safety needs. Their ability to provide immediate first aid support not only promotes pupil wellbeing but also reassures parents and staff that health concerns are handled with care and expertise. By fostering positive relationships and maintaining the highest standards of safety and organisation, this role supports our commitment to building a school where every pupil belongs, thrives, and achieves.

If you believe you have the skills and qualities to help us continue to be successful, then I look forward to receiving your application. Details of how to apply can be found overleaf.

Best wishes,

Vickie Beeby
Principal

Mount Pleasant, Castle Donington, Derby,
DE74 2LN.
T: 01332 810528 Email: postroom@cdcollege.uk



Job Description Receptionist and First Aid Assistant

Job Title:	Receptionist and First Aid Assistant	Reporting to:	Admin Team Leader
Department:	Office / Administration	Post Type:	Permanent 37 hours per week Term-time only
Grade:	Scale 3	Salary:	NJC points 6-8

Safer Recruitment Statement

Castle Donington College is committed to safeguarding and promoting the welfare of pupils and young people and expects all staff and volunteers to share this commitment.

Responsibilities of all Support Staff

- To make the education, safety, and happiness of the students in the College your primary purpose
- To ensure the need to safeguard students' well-being is understood and followed in accordance with statutory provisions and in line with College procedures
- To promote the College aims values and ethos and to abide by policies and procedures in all situations.
- To maintain high standards of punctuality and attendance
- To act as a role model by demonstrating a professional level of dress, appearance, and behaviour
- To treat all members of the College community (staff, students, parents, Governors, and visitors) with respect and dignity and always observe proper boundaries.
- To know and always act within the statutory frameworks which set out your professional duties and responsibilities.
- To show a tolerance of and respect for the rights and beliefs of others. To ensure that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law and do not undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs
- To participate and engage fully in relevant college-based meetings and training activities, within contracted hours, including the appraisal process
- To respond speedily and appropriately to parental concerns, as appropriate to the role

Specific Responsibilities and duties

Main Purpose of the Role

First Aid

- Maintain up-to-date first aid administration systems, including accurate recording of first aid incidents and treatments.
- Ensure all first aid resources and equipment are regularly checked, replenished, and comply with health and safety regulations.
- Manage and update first aid information and guidance for staff, ensuring all personnel are informed of procedures and best practices.
- Maintain safe storage and management of medications for individual pupils, in accordance with school policies and legal requirements.
- Undertake regular first aid refresher training and updates to maintain and enhance skills.

Other Administrative Duties

- To assist with general office systems within the main office.
- To operate a Reception Service which promotes a professional image of the school. Duties to include:
 - Answering standard enquiries by telephone, e-mail or in person from parents/students/ community users/other employees, giving and resolving non-complex queries within areas of responsibility.
 - Ensuring that face to face enquiries (visitor, students and staff) are dealt with appropriately.
 - Ensuring contractors and visitors are aware of the school's code of conduct and are DBS checked if appropriate
 - Open, sort and distribute incoming post and ensures despatch of outgoing post.
 - To undertake a range of clerical duties including the distribution of information, reprographics and filing, to ensure that information is available to teaching staff at the time it is required.
 - Operation of office equipment, e.g., switchboard, walkie talkies and reprographics equipment.

Open incoming school emails and forward on to relevant member of staff.

- Be prepared to undertake professional development and training including whole school training days.
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- To carry out any other duties as directed by the Principal.

This job description sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the job. This job description is current at the date shown, but following

consultation with you, may be changed by the Principal to reflect or anticipate changes in the job which are commensurate with the salary and job title.

The successful candidate will have to meet the requirements of the person specification in order to be offered the post, will be required to undergo a full enhanced DBS check and must be eligible to work in the UK.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Safeguarding checks will be undertaken during the recruitment process and this may include online searches.

We welcome applications regardless of age, gender, ethnicity or religion.

Please be aware, as the applicant, you are responsible for ensuring your application reaches us before the deadline/closing date. Late applications will not be accepted.



Person Specification Data and Admin / First Aid Assistant

Qualifications	
GCSE or equivalent in English and maths	E
A levels or degree qualification	D
Right to work in the UK	E
Experience in Business Administration or relevant discipline	D
Possess or must have a willingness to train for the First Aid at Work or Emergency First Aid at Work qualification	D
Knowledge and Experience	
Computer literate and have a high-level working knowledge of applications including Microsoft Word, Excel and College MIS systems.	E
Specific and up to date knowledge of UK GDPR appropriate to an educational setting	D
Knowledge and understanding of statutory expectations, regulations, and procedures in secondary academy	D
Commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations.	E
Understanding of the importance of school policies including Safeguarding, Code of Conduct, Health and Safety and Equal Opportunities	E
Previous experience of working within an education setting	D
The ability to communicate with a wide range of audiences and stakeholders.	E
Experience of providing high-level support in a busy environment	E
Experience of recruitment, staff development and performance management	D
Experience of compiling documentation with accuracy and in a timely way	E
Experience of finding effective solutions to a range of issues	E
Skills	
Able to demonstrate positive relationships and effective outcomes all members of the College community	E
A high degree of emotional literacy	E
Demonstrate a positive outlook whilst maintaining a consistent, no-nonsense approach	E
Able to work without regular supervision, organise workload and demonstrate autonomy, initiative, and creativity	E
Excellent organisational skills and willingness to respond positively to changing circumstances	E
Ability to run and produce accurate and up-to-date records and reports as required	E
A strong focus on service delivery	E
Possess integrity, honesty and manage staff effectively and sensitively	E
Personal Attributes	
Commitment to own professional development	E
Work in ways that promote equal opportunities	E
Self-awareness, empathy, ability to manage feelings, motivation, and social skills	E
Strong communication, planning, organisational and time management skills	E
High expectations for accountability and consistency	E

The ability to influence and motivate others in a positive way	E
Effective organisational skills including the ability to establish priorities to meet deadlines	E
Ability to work independently and as part of a team	E
Innovative thinking and solution driven, displaying confidence and independence to work using own initiative	E
Ability to implement imaginative, bespoke and creative solutions to meet the needs of young people	E

E= Essential

D= Desirable

Judged through application, interview and references