



# Resources and First Aid Co-ordinator Applicant Information Pack

October 2025

# Headteacher's welcome

## Welcome to Q3 Academy Great Barr

Thank you for considering Q3 Academy Great Barr as the next step in your professional journey. We are proud to be a vibrant, inclusive community where every member is valued, and every student is empowered to thrive.

At the heart of our Academy lies a clear and compelling mission: to be the most inclusive, best-performing school in our local area. This ambition is not just a statement—it is a daily commitment that shapes our culture, our curriculum, and our relationships.

We live this mission through our core values of CARE:



**Community** – *We are stronger together. We foster a sense of belonging where every voice is heard and every individual is respected*



**Ambition** – *We set high expectations for ourselves and our students, striving for excellence in all that we do*



**Respect** – *We treat one another with dignity and kindness, creating a culture of mutual trust and understanding*



**Excellence** – *We pursue the highest standards in teaching, learning, and leadership, always seeking to improve and innovate*

These values are not just words—they are the principles that guide our decisions, shape our relationships, and define our school culture.

If you are passionate about education, committed to inclusion, and eager to make a meaningful impact, we warmly invite you to join us. At Q3 Academy Great Barr, your talents will be valued, your growth will be supported, and your work will help shape the future.

**Mr Chris Bury**  
**Headteacher**





# About our School



As a mixed comprehensive academy with a dynamic Sixth Form, Q3 Academy Great Barr serves a vibrant and culturally diverse community of nearly 1,200 wonderful students.

Our gorgeous new buildings are surrounded by open, picturesque fields and woodlands, and the Academy offers a stimulating setting for teaching and learning. Our facilities are designed to inspire, with state-of-the-art classrooms and resources that support a rigorous, knowledge-rich curriculum. This curriculum is carefully crafted to challenge students, develop critical thinkers, and prepare them for successful futures.

Professional growth is embedded in our culture, and Q3 Academy Great Barr presents unparalleled opportunities for students and staff. If you are an educator passionate about shaping the future generation, you will be joining a community where education is valued, diversity is celebrated, and personal development is prioritised. This is a place where your talents will be valued, and your career can flourish.

We are proud to be part of The Mercian Trust, which provides us with access to wider resources, professional development, and a network of educators focused on pioneering teaching and learning methods, including digital transformation. Join us for an opportunity to be at the forefront of a transformative educational approach that champions collaboration, innovation, and excellence in teaching and learning.





# Why work here?

- ✓ Join an incredible team of friendly and supportive staff
- ✓ Work with our amazing students in a positive learning environment supported by a centralised behaviour system
- ✓ Manageable marking
- ✓ Supportive feedback culture with no high-stakes observations
- ✓ Rich culture of professional learning, with a high-quality CPD programme
- ✓ Fully resourced curriculum
- ✓ Three-week Christmas break
- ✓ Visible and supportive SLT
- ✓ Modern laptops for staff and visualisers in every classroom
- ✓ Connect and unwind with regular social activities
- ✓ Access to UK Healthcare benefits, supporting your optical and dental care needs and including a free annual flu vaccination
- ✓ Free car parking on site
- ✓ Enjoy exclusive discounts and benefits through an online platform, including a cycle to work scheme



# Staff testimonials



“Q3 Academy Great Barr is a great place to work because students appreciate you as a teacher. Often students will thank you for your lesson and I love working with them as a team. It is not just a workplace but a hub of professionals who are always happy to support and encourage others. I feel part of a family rather than one of many.”

– *Teacher of Science (2024)*

“Lots of places promote the idea of students and staff being at the very heart in all that they do. Well, come see a place that actually does that. Visit us and see the smiles, you won’t want to leave!”

– *Teacher of French (2024)*

“I am grateful for the amazing opportunity to work as a teacher at Q3 Academy Great Barr. What sets us apart is the unwavering support from all staff members, from teachers to administrators. Everyone is approachable and always willing to help, making me feel valued and appreciated. Every day is a joy to come to work.”

– *Teacher of Geography (2024)*

# Job Description

|                    |   |
|--------------------|---|
| <b>Title:</b>      | Resources and First Aid Co-ordinator                  |
| <b>Reports to:</b> | Office Manager/Executive Assistant to the Headteacher |
| <b>Grade:</b>      | Grade 4 (SCP 6 – 11) Term Time + 1 weeks              |
| <b>Salary:</b>     | £22,216 – 24,056* (actual salary) *pay award pending  |

## Key Duties and Responsibilities

To co-ordinate and lead the First Aiders across the School to ensure that students and staff have exceptional access to First Aid treatment in the event they require this. The post holder will be accountable for all aspects of medical Care Plans and liaise with external providers where appropriate. The post holder will manage the responsibilities whilst also ensuring staff have access to printing/resources they need to enable them to teach effectively.

## Leadership and Management

- Supervise and direct other First Aiders as appropriate
- Management of Care Plans in the Academy
- Manage the workflow of photocopying and printing coming into the School
- Manage the qualifications of other named First Aiders in the School
- Ensure that regular and effective training is accessed
- Ensure that there is effective stock control of First Aid boxes
- Ensure effective systems are in place to manage and monitor the care needs of students
- Develop and implement systems to manage medications
- Manage external organisations such as Vaccinations UK, to ensure there is a smooth and effective system for immunisations to take place
- Management of Toilet Passes and Medical Passes across the School
- Work with the Office Manager/Executive Assistant to the Headteacher to ensure there is a suitable and appropriate First Aid Cover rota.

## Health and Safety Responsibilities

- Comply with Health and Safety policies
- To observe and maintain good H&S practice within the School
- To support the Headteacher in removing barriers to H&S for School stakeholders.

## Wider Duties and Responsibilities

- Day to day care of students for injuries, illness, and students with serious medical conditions.
- Following School procedures in line with individual Care Plans
- Assisting with the setting up of Care Plans for new students with liaison between parent, school and health professionals. Reviewing Care Plans on an annual basis or when required due to changes in the student's health status
- Assisting with the support of individual students with transition, medical, personal problems on a one-to-one basis and any other issues or situations that arise



- Contacting parent/carer of sick and injured children to inform/advise/seek/guidance on the next course of action
- Calling parents to discuss student's medical needs
- Dispensing prescribed medication to students
- Monitoring and chasing medication that is out of date
- Monitoring supplies of first aid
- Support with vaccinations in the School during the days/times of onsite immunisation and collecting consent forms prior to their visit
- Organising first aid bags for all trips ensuring students with epi-pens have relevant trained staff on the trip. For residential trips ensuring that all epi-pens carriers have relevant documentation to travel with and that their care plans are translated into the language of the country they are visiting where reasonably possible
- Record keeping of medical conditions and events using SIMs/Evolve Accident Book online
- Assisting the administration team as and when required, this may include reception cover and administration of transition in and out of the School
- Work with other staff in the School, such as the Site Manager to ensure we are compliant for Audit
- Work with the pastoral team and the SEND team to ensure that students are suitably supported
- Ensure relevant medical notes and files are shared appropriately using the School systems
- Have a firm/fair and appropriate approach to the management of students out of lessons for First Aid
- Provide timely and accurate photocopying, laminating, and binding services to support teaching staff
- Find time saving and cost saving solutions to printing and copying
- Be the key point of contact for the photocopying and printing contract and maintenance
- Ensure printers/copiers are kept tidy and have appropriate stocks
- Support in the ordering and co-ordination of stationary/paper.

### **Operation of the Academy**

- Working both collaboratively with colleagues and independently
- Have ambitious standards and a meticulous attention to detail
- Taking part in any training required to enable safe and efficient working
- Adhering to all school policies & procedures
- Taking part in the Professional Growth process operated by the academy
- To be trained as a Mental Health First Aider
- Undertaking any other reasonable, related duty which the Headteacher may request from time to time within a reasonable work schedule.

### **Personal Qualities**

- Be committed and willing to drive standards at the School
- Demonstrate ongoing improvement in your role as a result of Professional Development
- Liaise appropriately with colleagues

- Have ambitious standards and a meticulous attention to detail.

### **Role Model**

- Ensure that 'no student is left behind,' in their academic and personal development
- Conform to the School's Dress Code for staff and demonstrate exceptional standards of presentation, conduct, and time keeping
- Build team commitment amongst students and staff alike
- Engage and motivate students and staff to do their best by doing your best
- Demonstrate a positive approach to your professional duties.

*This job description is not an exhaustive list of tasks, and the successful candidate will be expected to perform additional duties that are commensurate to the grade. Non-contact time will be reviewed annually to reflect the operational duties on the member of staff.*

**The Mercian Trust is committed to safeguarding and promoting the welfare of children. All post holders are subject to a Satisfactory Disclosure & Barring Service Check. Satisfactory employment references and identification and qualification checks will be required before commencing duties.**



# Person Specification

|  | Essential | Desirable | Assessed |
|--|-----------|-----------|----------|
| <b>Qualifications</b>  |           |           |          |
| English/Maths GCSE Grade 4/C+  | x         |           | A        |
| First Aid at Work Qualification or a willingness to train  |           | x         | A        |
| Administration Qualification   |           | x         | A        |
| <b>Experience</b>  |           |           |          |
| Experience in data/people management   | x         |           | A        |
| Experience working in an educational setting   | x         |           | A        |
| Experience working with student records systems, census, admissions, work experience, and/or exams logistics | x         |           | A        |
| Experience coordinating with external organisations  |           | x         | A        |
| Experience leading/supervising other staff   |           | x         | A        |
| Experience in having responsibility for an area of a school/academy  |           | x         | A        |
| <b>Knowledge and Skills</b>  |           |           |          |
| Strong IT skills, including Microsoft Office suite   | x         |           | A, I     |
| Knowledge of data protection regulations (e.g., GDPR)  | x         |           | I        |
| Ability to maintain accuracy and attention to detail   | x         |           | I        |
| Understanding of safeguarding policies and procedures  | x         |           | A, I     |
| Excellent organisational and time management skills  | x         |           | I, R     |
| Effective communication skills, both written and verbal  |           | x         | A, R     |
| Ability to work collaboratively with colleagues  |           | x         | R        |
| Ability to handle multiple tasks and prioritise workload   |           | x         | R        |
| Knowledge of H&S processes in schools  |           | x         | A, I     |

|   |   |   |      |
|---|---|---|------|
| Proficiency in student information systems (e.g., SIMS)       | x |   | A, I |
| <b>Leadership</b>   |   |   |      |
| Understands the difference between a leader and a manager     |   | x | I    |
| Can support the professional growth process with other        | x |   | I    |
| Can supervise/Line Manage others effectively                  |   | x | I    |
| Can provide effective leadership to a key area of the academy | x |   | I    |
| Can provide support/report/feedback to SLT                    | x |   | R    |
| Has integrity and accountability                              | x |   | R    |
| Is an effective team player                                   | x |   | I    |
| Has excellent intra/interpersonal skills                      | x |   | I    |
| Does not shy away from a challenge                            | x |   | I    |
| <b>Values and Attributes</b>                                  |   |   |      |
| Commitment to the wellbeing of all students                   | x |   | R    |
| Professionalism and confidentiality                           | x |   | R    |
| Flexibility and adaptability                                  | x |   | R    |
| Positive and inclusive approach                               | x |   | R    |
| Commitment to equity, diversity, inclusion, and belonging     | x |   | I, R |
| Exceptional customer service                                  | x |   | I    |
| Ability to serve as a role model through professional conduct | x |   | R    |
| Has excellent time management and organisational skills       | x |   | I, R |
| Is resilient and possess an excellent sense of humour         | x |   | I    |

A = Application Form, I = Interview, R = Reference, O = Observation

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# How to apply

To apply for this role, please submit an application form on our [recruitment portal](#).

## Key dates

|                           |  |
|---------------------------|--|
| Deadline for applications | Sunday 19 <sup>th</sup> October 2025                 |
| Interviews                | Week Commencing Monday 20 <sup>th</sup> October 2025 |

## Visiting the Academy

If you would like to arrange a visit before you apply, please contact Mrs Drummond, Office Manager/Executive Assistant at [c.drummond@gbr.merciantrust.org.uk](mailto:c.drummond@gbr.merciantrust.org.uk)

