Ref Applet/first-aid/ 2023

8th June 2023

Dear Applicant,

Thank you for your interest in the post of **School First Aider and Admin Support** at Manningtree High School.

We wish to appoint a highly organised, firm, effective person to take charge of the day-to-day health of each child within the school.

Duties will include liaising with parents and SENCO regarding students that are vulnerable. The successful candidate will be responsible for the management of student files including safeguarding, provide access to files for tutors and key stage managers and to provide First Aid in school in line with the schools’ policies and responsibilities.

Excellent communication skills are necessary.

**Scale 5 Point 8 to 11 (£22,777 p.a. pro rata £11.81 an hour).** You will be required to work 32.5 hours a week term time only.

Enclosed with this letter please find:

1. Application Form
2. Job description
3. Person Spec

You should be aware that referees will be required to answered detailed questions about you and any disciplinary issues that you have been involved in.

Manningtree High School holds a Code of Conduct which all members of the school are expected to abide by or conform to. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Please contact Carol Sinclair as soon as possible for more information.

Closing date: 9am 26th June 2023

Yours sincerely

Mrs Carol Sinclair

Director of Operations