



the
LatimerArts
College

INFORMATION PACK

**Student Services Assistant:
First Aid and Well-Being**



The Latimer Arts College

Job Description

Role:	Student Services Assistant: First Aid and Well-Being	Postholder:	
Scale:	NJC Grade E, Point 4-5	Hours:	8.00am – 3.30pm 35 hours per week 38 weeks per year (term time only) 30 minute unpaid lunch break
Line Manager:	Student Services Supervisor	Direct Reports:	None
Date:	September 2025	Reviewed:	

General Responsibilities

- As part of the Student Services Team to offer a frontline support to our students

Specific Responsibilities

- To understand and be fully committed to the duties and responsibilities in relation to child protection and safeguarding young people;
- To co-ordinate the First Aid processes across the school by:
 - Being trained in First Aid and providing First Aid support
 - Ensuring that all first aid records are maintained and incidents logged centrally
 - To ensure that all accident forms are completed in an accurate and timely way
 - To support with maintaining the individual healthcare plans for students with individual medical needs in line with our '*Supporting Student with Medical Conditions*' Policy, routinely liaising with parents and carers in relation to updates
 - To oversee the safe storage of student medication and oversee the administering of this throughout the school day
 - To communicate with staff, where relevant, in relation to a student's medical needs
 - To ensure that the medical room and first aid kits are maintained and up to date
- To be the first port of call in managing student well-being matters such as:
 - Overseeing the management of any student illness throughout the school day
 - Answering routine calls from parents and carers and resolving issues in the first instance
 - Managing routine student enquiries about operational matters such as timetables, signing in and out
 - Managing lost property

- To support with daily attendance procedures by undertaking calls with parents and carers of those who are absent if required.
- To contribute to an efficient and effective Student Services Team by supporting with a range of administrative duties and to cover the duties of other team members as required.
- To organise daily Junior Student Services Assistants.
- To organise first aid kits for school trips.
- To be part of a House and support a linked tutor group with attendance mentoring or reading according to experience and interest.
- To undertake any other reasonable duties as directed by the Principal.



PERSON SPECIFICATION: Student Services Assistant: First Aid and Well-Being

SELECTION CRITERIA (no priority order)			
Qualifications	Essential	Desirable	Method of Assessment
High level of Literacy and Numeracy skills, equivalent to Level 3	X		Application form / verified at interview
First Aid qualification		X	Application form / verified at interview
Working with Children and Young People	Essential	Desirable	Method of Assessment
Motivated to work with children and young people to ensure they are successful	X		Application form / reference / interview
Commitment to, and belief in, the equal value of all students	X		Application form / interview
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	X		Reference / interview
Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline	X		Reference / interview
Experience of working with children in an educational setting		X	Application form / interview
An awareness of child protection issues	X		Application form / interview
Knowledge and Experience	Essential	Desirable	Method of Assessment
Proven experience of working in administration	X		Application form
Prior relevant experience of working in a school		X	Application form / interview
Experience of using SIMS (School's Information Management System)		X	Application form / interview
First Aid trained (or a willingness to undertake training)	X		Application form / interview
Skills	Essential	Desirable	Method of Assessment
Strong ICT skills, especially in the use of Word and Excel	X		Application form / interview
Appropriate level of data protection, security and confidentiality awareness	X		Application form / reference / interview
Strong communication and listening skills	X		Application form / interview
Ability to problem solve and an awareness and ability to identify issues that children may experience and how they can be resolved	X		Application form / interview



Accurate, consistent and have an attention to detail	X		Application form / interview
Personal Qualities	Essential	Desirable	Method of Assessment
Ability to work as part of a team	X		Application form / interview
Ability to keep calm and maintain an air of authority	X		Application form / interview
Efficient and organised: independent and effective in time management	X		Application form / interview
Ability to use initiative	X		Application form / interview
Willing to be flexible and adaptable	X		Application form / interview
Additional Requirements	Essential	Desirable	Method of Assessment
Willing to contribute to the wider aspects of school life		X	Interview