

**11 – 16, mixed, NOR – 1260**

**Learning is at the heart of everything we do**

**Temporary First Aid Administrator and Receptionist**

**37 hours per week working 08:00hrs-16:00hrs Monday-Friday**

**To include 30-min unpaid break, and a 15:30hrs finish one day per week**

**Term time only, including 5 INSET Days**

**Grade 5 actual starting salary £22,041.60**

**Start date: ASAP**

Downlands Community School are looking to temporarily appoint the school's principal first aider, and to assist in other ways as needed in Reception.

Are you able to provide a positive first impression as visitors and parents come into school and to deal with all situations efficiently, sensitively and as quickly as possible?

Downlands is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. This post is not exempt from the Rehabilitation of Offenders Act (ROA) 1974.

Shortlisted applicants will be subject to an online search. This is not part of the short listing process itself, and you will get a chance to address any issues of concern that come up during the search, at interview.

This is a temporary position to cover a long-term absence.

Further details and an application form can be downloaded from our website <http://www.downlands.wsussex.sch.uk> under "Information – Vacancies" or from our Recruitment Officer, email: [sjohnson@downlands.org](mailto:sjohnson@downlands.org).

The closing date for applications is **09:00 on Monday 30<sup>th</sup> June 2025**.