



Appointment of  
Lead First Aider / Office Administrator

November 2023

INFORMATION FOR POTENTIAL APPLICANTS



## **Letter from Chair of Governors**

Dear potential applicant

Thank you for your interest in the position of Lead First Aider / Office Administrator at Kingsmeadow School. I hope that you will find the information pack interesting and inspiring.

The governors are extremely proud of the school. It is a very exciting place to learn, for students and staff. New developments are becoming well established, taking the school forward to achieve its ambition of becoming an outstanding school and provide a 'World Class' education for its students. An innovative curriculum, effective teaching strategies and strong pastoral care continue to raise standards and ensure students become confident, lifelong learners. Last year Kingsmeadow gained it's best ever GCSE results at a time where accountability measures continue to rise.

Governors and senior leaders are united in their aim that each individual student achieves his or her maximum potential regardless of prior achievement. Behaviour and pastoral care are exemplary. The school has an inclusive ethos and the gap between the achievement of Pupil Premium students (who make up about half of the school population) and others is narrowing year on year.

A very clear vision and school improvement plan all help staff to have clear aims and targets. Teamwork is well developed, with staff learning from and supporting each other, and there are opportunities to develop leadership skills. Staff are very well supported through performance management and a focused, relevant CPD programme which meets individual as well as whole school needs.

This is an exciting opportunity to join the school team and help shape the future of our school. I urge you to visit us to learn more and to see our excellent modern facilities at first hand.

Yours sincerely,

Sarah Diggle  
Chair of Governors



November 2023

Dear Candidate

### **Lead First Aider / Office Administrator**

We are seeking to appoint a nurturing and personable Lead First Aider / Office Administrator. Thank you for your interest in this post!

I am delighted to present Kingsmeadow to you as a great school with many unique and outstanding features. Our most recent OFSTED report acknowledged the excellent work we are doing in raising academic standards.

The role is to commence from as soon as possible in January 2024, and is a new role to our school making it an exciting opportunity for the right candidate to develop new systems and securely establish the role.

Your role first and foremost will be to provide frontline first aid care to students, staff and visitors in compliance with policy and regulations, as well as administering medication (regular and ad hoc) to students on our roll with medical conditions. You will maintain written medical records to a high degree of accuracy and manage the stock of first aid equipment.

At times when you are not caring for those in need of first aid, you will provide general administration support in the main school office.

The successful candidate will:

- Possess excellent interpersonal and communication skills.
- Offer a calm, professional, sensitive and nurturing approach.
- Have the ability to form and maintain appropriate relationships and personal boundaries with students.
- Have prior experience of administering first aid.

If you require any further information prior to making an application, please contact the school Office Manger by email to [mlane@kingsmeadow.org.uk](mailto:mlane@kingsmeadow.org.uk) or by telephone on 0191 4606004 ext 222. Visits to the school prior to making an application are warmly welcomed.

I look forward to receiving your application. Further information about our school can be found on our website.

With kind regards.

Yours faithfully

D Volpe  
Head Teacher



**THE POST: LEAD FIRST AIDER / OFFICE ADMINISTRATOR**

**PROCEDURE FOR APPLICATION**

If you wish to be considered for this vacancy you should complete an application form, giving the names and addresses of two referees (references will be taken-up prior to interview) together with a short covering letter of no more than two sides of A4 stating how your skills and experience make you an ideal candidate for the post.

The application form and safeguarding documentation, which also must be completed can be found on the school's website under Staff Vacancies. Candidates are kindly requested not to submit a CV instead of the application form.

Completed applications should be emailed to Mrs M Lane, Office Manager [mlane@kingsmeadow.org.uk](mailto:mlane@kingsmeadow.org.uk) and should arrive no later than midday on Wednesday 13 December 2023.

Interviews will take place during week commencing 18 December 2023. Regretfully if you have not heard from us by Friday 15 December 2023, you must assume that your application has been unsuccessful on this occasion, in which case the Governors and I would like to thank you for your time and your interest in the school.



## **ABOUT KINGSMEADOW SCHOOL**

*'Kingsmeadow is a Good school..... Teachers teach about the importance of respect, integrity, compassion, courage, pride and quality. They set a good example and pupils conduct themselves maturely.'*

OFSTED Sept 2021

Kingsmeadow is a co-educational 11-18 school that provides an excellent range of opportunities for students of all abilities. We have developed strong and successful links with local employers, community groups and other educational organisations.

We pride ourselves on setting the highest academic standards for all our students. We are an inclusive, caring, disciplined and happy school that provides a safe, secure and innovative learning environment for all who learn and work here. We are committed to developing the talents and expertise of each individual at Kingsmeadow and this is reflected in the success and achievements that our students make.

At Kingsmeadow students enjoy first class facilities to help them learn, develop and achieve and the school has made a strong and sustained improvement in recent years, maintaining an OFSTED judgement of Good in our last inspection in Sept 2021. We believe that the success enjoyed by our students is down to our staff and the relationship we have with our students.

Our flexible ICT solutions include wireless technology and broadband in every room through a £1.5 million ICT investment. We are a Google Reference school and have Google Chromebooks available in every department. This ensures that our students have unprecedented access to ICT in school, ensuring that our students are given the best possible opportunity to succeed.

Our modern building inspires students to be forward thinking as they prepare for their future in the 21st Century and we are equipped with state of the art facilities in every department.

We have excellent partnerships with our link primary schools and meet regularly as a School Improvement Cluster.

Our Character Curriculum and Project Based Learning form central pillars of the learning structures within our curriculum. These are unique aspects of our ethos and areas that are crucial to our future development.

I recommend Kingsmeadow to you and if you would like to see more of our school please do not hesitate to explore our website for up to date stories and events.

**DOMENIC VOLPE**  
**HEADTEACHER**

## **DEPARTMENT INFORMATION**

Thank you for your interest in this post.

The office team at Kingsmeadow consists of five full time staff members who work together to provide the highest quality administration support service to all stakeholders, allowing education staff to concentrate on the teaching and learning of students in our care.

No day is the same in a busy school office! It is essential that you are a strong team player, that you have a positive, can-do attitude and that you strive to provide the highest level of customer service at all times, both on the telephone and in person.

We are looking to add a lead first aider / office administrator to our team to build capacity and increase our offering. Your role first and foremost will be to provide frontline first aid care to students, staff and visitors in compliance with policy and regulations, as well as administering medication (regular and ad hoc) to students on our roll with medical conditions. You will maintain written medical records to a high degree of accuracy and manage the stock of first aid equipment.

At times when you are not caring for students in need of first aid, you will provide general administration support in the main school office.

Should you have any questions regarding the post or would like to arrange a visit to school, please do not hesitate to contact us.

**CATHERINE BULMAN**  
**SCHOOL BUSINESS MANAGER**



## **LEADERSHIP STRUCTURE**

### **Headteacher**

Mr D. Volpe

### **Deputy Headteacher**

Mr M. Barrett

### **Business Manager**

Miss C. Bulman

### **Assistant Headteachers**

Mrs. C Richardson

Mr R. Mills

Mrs M. Langley

Miss A. Douglas

Mr G. Dunlop

## Job Profile

Job Title	Reports to	Department
Lead First Aider / Office Administrator	School Business Manager	School Office Team
Salary Grade	Hours	Line Management Responsibilities
Grade D Pro Rata Term Time Only	37 hours Permanent Post	No
<p><b>Summary of Role;</b></p> <p>In addition to providing general whole school administration support, the main area of responsibility in this role is to be the first point of contact for first aid provision across the school: providing first aid support to students, staff and visitors on site, managing the stock of first aid equipment and co-ordinating student medication.</p>		
<p><b>1. Key Responsibility</b></p>		
<p>Under the instruction/guidance of your line manager, you will:</p> <ul style="list-style-type: none"> <li>• be the primary contact for first aid incidents and any administration of medication that is required, maintaining records to a high degree of accuracy at all times.</li> <li>• Provide general administrative support to facilitate the day to day running of the school office.</li> </ul>		
<p><b>2. First Aid Lead</b></p>		
<ul style="list-style-type: none"> <li>• Be responsible for administering first aid to any student, colleague or visitor to site that required it.</li> <li>• Triage first aid needs, liaising with the Attendance team, Pastoral team and parents.</li> <li>• Maintain the first aid medical log of all incidents.</li> <li>• Maintain the list of first aiders in school, and organise/book refresher training to ensure compliance.</li> <li>• Store, monitor, maintain records and administer medication (keeping a check on expiry dates).</li> <li>• Liaise with parents regarding medical conditions and refer information to relevant staff.</li> </ul>		



- Ensure first aid kits are stocked and place orders as required.
- Liaise with any off-site activity leaders to ensure all medical needs are met during educational visits.

### **3. Administration**

- Provide general admin support – this could include photocopying, filing, front of house duties, typing/word processing activities or more specific admin tasks that is asked of you.
- Maintain records on the school Management Information System.
- Making and receiving telephone calls.

### **4. General Requirements**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other activities and performance development as required.
- Undertake any other duties commensurate with the post.



## LEAD FIRST AIDER / OFFICE ADMINISTRATOR

AF – Application Form

SP – Selection Process

Ref – Reference

Specification	Essential/Desirable	Method of Assessment
<b>QUALIFICATIONS &amp; TRAINING</b>		
<ul style="list-style-type: none"> <li>• Good standard of literacy and numeracy.</li> <li>• Current First Aid at Work qualification (or willingness to obtain this prior to start date)</li> <li>• Current Administering Medication qualification (or willingness to obtain this prior to start date)</li> <li>• Mental Health First Aid Training</li> <li>• Evacuation Chair Training</li> <li>• Defibrillator (AED) Training</li> <li>• Trained to work with children with various serious medical conditions</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p>	<p>AF</p> <p>AF</p> <p>AF</p> <p>AF</p> <p>AF</p> <p>AF</p> <p>AF</p>
<b>PROFESSIONAL EXPERIENCE</b>		
<ul style="list-style-type: none"> <li>• Experience of providing first aid.</li> <li>• Evidence of building and maintaining excellent working relationships.</li> <li>• Recent experience of general administration work.</li> <li>• Experience in using IT packages including Microsoft and Google.</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p>	<p>AF, SP &amp; Ref</p> <p>AF, SP &amp; Ref</p> <p>AF, SP &amp; Ref</p> <p>AF, SP &amp; Ref</p>
<b>SKILLS, KNOWLEDGE &amp; ATTRIBUTES</b>		
<ul style="list-style-type: none"> <li>• Computer literate.</li> </ul>	<p>Essential</p>	<p>AF, SP &amp; Ref</p>

<ul style="list-style-type: none"> <li>• Ability to prioritise workload effectively.</li> <li>• Able to deal with sensitive issues in a confidential manner.</li> <li>• Commitment to training and CPD opportunities.</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>AF, SP &amp; Ref</p> <p>AF, SP &amp; Ref</p> <p>AF, SP &amp; Ref</p>
<b>PERSONAL QUALITIES</b>		
<ul style="list-style-type: none"> <li>• A team player.</li> <li>• Ability to deal with difficult situations in a proactive manner.</li> <li>• A calm, professional, sensitive, friendly and nurturing approach.</li> <li>• Ability to relate well with young people and adults.</li> <li>• Well organised.</li> <li>• Excellent interpersonal and communication skills.</li> <li>• Attention to detail, accurate and methodical.</li> <li>• Self-motivated.</li> <li>• Ability to work on your own and show initiative.</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>SP &amp; Ref</p> <p>SP &amp; Ref</p> <p>SP &amp; Ref</p> <p>SP &amp; Ref</p> <p>SP &amp; Ref</p> <p>SP &amp; Ref</p> <p>SP &amp; Ref</p> <p>SP &amp; Ref</p> <p>SP &amp; Ref</p>
<b>SPECIAL REQUIREMENTS</b>		
<ul style="list-style-type: none"> <li>• Pre-employment Medical Clearance</li> <li>• Enhanced Clearance from the Disclosure and Barring Service</li> </ul>	<p>Essential</p> <p>Essential</p>	