



Gildredge  
House

An Ofsted  
**GOOD**  
School



## Information for Prospective Candidates

**11 JULY 2025**

**Position:** Lead First Aider & Administration Assistant  
**Contract:** Full-time; Term-time only + 1 week; Permanent  
**Start date:** 01 September 2025  
**Deadline:** Friday 25th July at 9.00 a.m.

# An insight into the role

Dear Applicant

As a school, we are delighted that you are considering applying for the post of **Lead First Aider & Administration Assistant**. We hope this pack is informative and useful but if you require any additional information or have questions, please contact [careers@gildredgehouse.org.uk](mailto:careers@gildredgehouse.org.uk).

***Please note: applications will be reviewed as they are received, and we may therefore interview and appoint to this role before the closing date. Early applications are therefore advised.***

**CLOSING DATE:** Friday 25<sup>th</sup> July 2025 at 9.00 a.m.  
**START DATE:** 01 September 2025, following all pre-employment checks  
**INTERVIEWS:** Week beginning 28<sup>th</sup> July 2025  
**HOURS OF WORK:** 35 hours per week; Permanent. Term-time, plus 1 week of INSET and 1 week in school holidays. Contract is for 44.2 weeks per year, including paid holidays.  
**SALARY RANGE:** Gildredge House Support Staff Scale 2024-2025 - Grade 6: Points 14-16. FTE £25,993 -£26,835 per annum. Actual salary £20,842 - £21,518 pro rata.

- Do you have relevant experience in providing First Aid to students and staff?
- Are you willing to undertake advanced First Aid training?
- Are you well-organised, with a good eye for detail, when completing written records?
- Can you identify priorities and manage your own workload to meet deadlines?
- Can you communicate effectively with all stakeholders, including students, staff, parents and visitors?

If the answer to these questions is 'yes', then Gildredge House wants to hear from you.

This is an excellent opportunity to join our school. We are looking to appoint an exceptional candidate with relevant practical and administrative First Aid experience, to the role of Lead First Aider and Administration Assistant for our all through free school.

## Gildredge House offers:

- continuity of education for boys and girls aged 4+
- an expectation of high academic standards
- strong discipline
- excellent pastoral care
- a range of extra-curricular activities
- parent and community involvement

**Our school motto: 'Aspire'**

**As an employee of the school, you would benefit from:**

- A two-week break in the Autumn Term, allowing for holidays to be taken out of peak season
- A supportive induction programme for new staff to the school.
- Investment into your career development through appropriate, regular CPD
- Support and mentoring by a strong Senior Leadership Team and other experienced leaders.
- Access to a full employee assistance programme, in support of wellbeing
- Complimentary tea and coffee in our staffroom
- LGPS Pension Scheme
- On-site parking

If you would like to find out more, please get in touch. We welcome visits from prospective candidates, by appointment. Please contact us via: [careers@gildredgehouse.org.uk](mailto:careers@gildredgehouse.org.uk) to enquire.

If you are interested in the position, please download the Application Pack on our website: <https://www.gildredgehouse.org.uk/home/contact-us/staff-vacancies/>

Please complete the Application for Employment and return to [careers@gildredgehouse.org.uk](mailto:careers@gildredgehouse.org.uk) by 9.00 a.m. on the date indicated on the website.

If you wish to discuss the post further or visit the school, please contact [careers@gildredgehouse.org.uk](mailto:careers@gildredgehouse.org.uk) Tel: 01323 400650.

*Gildredge House is committed to safeguarding and promoting the welfare of children. All offers of employment with the school are subject to pre-employment checks which will include References, Health, Right to Work in UK, a satisfactory Enhanced DBS with Children's Barred List check and a Declaration that they are not a disqualified person under the Childcare (Disqualification) Regulations 2006.*

*Please note that under the UK GDPR, by replying to this advert, you are consenting to Gildredge House processing and retaining your personal information for the purposes of this application. You have the right to withdraw your consent and ask for your data to be deleted at any time, however it will then not be possible for Gildredge House to process your application any further. For further details please see the specific Privacy Policy for job applicants which can be found at <https://www.gildredgehouse.org.uk/our-school/data-protection/>*

## **Job Description: Lead First Aider & Administration Assistant**

**Responsible to:** School Administration & Communications Manager

**Salary:** Grade 6: Point 14-16

### **Purpose of the Post**

To be responsible directly to the School Administration & Communications Manager as Lead First Aider & Administration Assistant on school site. To ensure the efficient operation of the first aid provision for students, staff, parents and visitors. To assist the School Administration & Communications Manager and administration team in ensuring the efficient operation of administration functions of the school. In addition, ensure appropriate safeguarding administration of visitors and support the Senior Leadership Team and other school staff in running a safe, efficient, cost-effective and welcoming school.

### **Key Responsibilities and Tasks**

Provide high-level first aid and first aid administration to the wider school community and the School Administration & Communications Manager:

1. Act as lead first aider onsite.
2. Administer appropriate first aid care to sick, injured and distressed students and staff, arranging emergency assistance when required.
3. Act under instruction of emergency services to keep staff/students safe in an emergency until such time as paramedics take over.
4. Administer/supervise administration of medicine to children as outlined in school policy, including injections and medication for students with specific needs such as diabetes, nut allergy, anaphylaxis, etc.
5. Maintain accurate school medical records of students as appropriate and share where required with internal/external support and or agencies, always ensuring compliance with GDPR and confidentiality.
6. Liaise with staff as necessary, regarding student injuries, medical problems and medication, record and maintain electronic management system.
7. Liaise with parents as necessary, regarding student injuries, medical problems and medication.
8. Act as point of contact for onsite student medical checks and co-ordinate annual school medical events.
9. Responsibility for meeting with staff and parents to create PEEPs, risk assessment and Health Care Plans for students and staff short/long-term illness and co-ordinate in-house requirements linked to these plans. Communicate agreed needs to appropriate staff and HR.

10. Liaise with staff and HR on staff medical needs whilst onsite, to support delivery and monitoring of their onsite Health Care Plans.
11. Liaise with Pastoral and Safeguarding teams to support Mental Health First Aid requirements for students.
12. Maintenance of first aid training records, arrange appropriate first aid training as required by the school. Deliver and design in-house noncertified general first aid training as required.
13. Keep first aiders up to date with relevant first aid advice and guidance.
14. Maintain school first aid boxes and be responsible for ordering First Aid items and appropriate disposable/disposal bins.
15. Support school trip leaders with first aid/medical information of students attending their trip, ensuring a trained first aider is part of the trip and supply relevant medication/first aid box. Ensure that individual emergency medication kits are taken on trips.
16. To support student/staff wellbeing, maintaining appropriate records and liaising with staff, parents and other agencies as appropriate.
17. Organise annual immunisation and vaccination events, as well as medical visits, liaising with external agencies as appropriate.
18. Provide SLT with welfare/first aid reports as required.
19. Carry out general administration duties as required for post.
20. Be aware of and comply with policies relating to child protection, Health, Safety and Security, confidentiality and data protection, reporting all concerns to the appropriate person.

### **General Expectations**

- Abide by and apply all school policies: Behaviour for Learning and Exclusions, Health and Safety, Equal Opportunities and Data Protection etc.
- Perform such other tasks as may reasonably be required by the Line Manager or by the Executive Head Teacher.
- Always maintain confidentiality and uphold the professional standards of the school both in and out of the workplace.

### **Professional Development**

- Attend relevant training as instructed by the school to improve self-performance.
- Take ownership of performance management targets, achieve and review with the Line Manager through to successful annual completion.

### **Additional Information**



- All school-based staff have a responsibility for promoting the safeguarding and welfare of children. All school staff should be aware of the school's Child Protection and Safeguarding Policy and Procedure and work in accordance with this document at all times.
- All school-based staff will be subject to a full Enhanced DBS check.
- This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

All job descriptions may, following consultation with the post-holder, be subject to change to reflect or anticipate changes in the job, which are commensurate with the salary and job title.

Employees are expected to comply with any reasonable request from the Executive Head Teacher or the Governing Board to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to all visitors.

#### **Person Specification: Lead First Aider & Administration Assistant**

<b>EXPERIENCE &amp; QUALIFICATIONS</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
GCSE (or equivalent) Mathematics and English	✓	
Current First Aid certificate or be prepared to complete necessary training	✓	
Be prepared post start to "train to train" first aid		✓
Health and Safety (general level)		✓
Additional training in child development or related areas		✓
Experience in undertaking a range of clerical duties.	✓	
Experience of working with children.	✓	
Previous experience of working in a school		✓
Experience of caring for sick children in a school environment		✓
<b>SKILLS AND KNOWLEDGE (demonstrated at interview)</b>		
Ability to work in an organised and methodical manner.	✓	
Ability to produce and maintain accurate and up-to-date records and reports as required.	✓	
Ability to communicate with a range of audiences including other employees within the school, governors, students and parents.	✓	

Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring that lower priority work is kept up to date.	✓	
Ability to show sensitivity and objectivity in dealing with confidential issues	✓	
A basic knowledge of the work of a school		✓
Ability to deal with accidents or emergencies in a calm manner		✓
Knowledge of school policies including Child Protection, Health & Safety and Equal Opportunities		✓
<b>PROFESSIONAL SKILLS</b>		
Flexibility and desire to work as part of a team.	✓	
Good organisational skills in work-related matters.	✓	
Effective communication	✓	
<b>PERSONAL QUALITIES</b>		
Strong interpersonal skills	✓	
A self-starter able to complete tasks without the need of micromanagement	✓	
Willingness to challenge yourself and achieve excellence	✓	
Desire to enhance and develop skills and knowledge through CPD	✓	
Positive personality with can do attitude	✓	
Strong commitment to the values and ethos of Gildredge House	✓	
Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge	✓	

**General:**

The post-holder will be expected to undertake any other duties, commensurate within the grade, at the discretion of the Executive Head Teacher and develop and promote high standards of professional conduct across the whole school.

The post-holder will be expected to carry out their duties in line with Gildredge House policies, procedures, and relevant legislation.

The post-holder will be expected to attend and participate in a wide variety of meetings as well as training and development activities to support the school and their own professional development.

As part of the post-holder's wider duties and responsibilities you will be required to promote and actively support the school's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse, and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It is not just about the very old and the very young, it is about everyone who may be vulnerable.

The post-holder must be willing to undertake an enhanced Disclosure and Barring Service check. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.

***“Our vision is for all students to be co-operative, confident, ambitious and successful members of our community”***

If you think like us and share the same beliefs and thoughts, we would love to have you on board. You will be joining a team that is extraordinarily hardworking and most importantly makes sure each child reaches their full potential.

The deadline for applications is indicated on the school website. If you are interested in the position, please complete an Application Form, available from the school website: <https://www.gildredgehouse.org.uk/home/contact-us/staff-vacancies/>

Please return the completed Application for Employment to [careers@gildredgehouse.org.uk](mailto:careers@gildredgehouse.org.uk) by **9.00am on the closing date**.

**We look forward to hearing from you.**