

# SCHOOL FIRST AIDER AND ADMINISTRATOR

Permanent Contract

Required for: As soon as possible



“The central aim of Dene Magna is that every learner shall achieve their maximum potential and enjoy the process”



Part of the Forest of Dean Trust (April 2020)



Dear Candidate

**School First Aider and Administrator**

Firstly, I would like to take this opportunity to thank you for taking an interest in working for the Forest of Dean Trust as a key member of the Dene Magna School Team.

Our school aim is "That each and every learner shall achieve their maximum potential and enjoy the process." and we are very proud of our school. As well as being an Outstanding, successful, oversubscribed and high achieving 11-18 school, Dene Magna has character, personality and soul. We are the founding member of the Forest of Dean Trust, which also includes Drybrook Primary School (one of our partner primary schools) and we are located in the most beautiful setting, which is an easy commute from Cheltenham, Gloucester, Hereford, Bristol and surrounding cities. As someone who drives in each day from Tewkesbury, it is a joy not having to battle in traffic to get to work and it really helps with my mindset.

The successful candidate will be part of our busy front office team. The position will call for a focus on first aid to ensure that student welfare and health is maintained, alongside other administrative duties. They will have a calm, confident demeanour when dealing with a variety of situations and will enjoy a fast-paced, challenging position, supported by the others in the team.

As you read the information in this pack, I hope you will get a feel for what it means to be part of our Trust.

If you wish to apply then please submit a supporting letter and completed application form outlining why you feel you will be the person we are looking for and what skills you bring to the role. The deadline for applications is 6th October 2023.

I look forward to hearing from you and hope to meet you in person very soon!

Yours sincerely

Stephen Brady  
Chief Executive Officer of the Forest of Dean Trust  
Headteacher of Dene Magna School

## JOB DESCRIPTION

**Title:** **SCHOOL FIRST AIDER AND ADMINISTRATOR**

**Responsible to:** Office Manager

**Working hours:** Term-time only, M-F, 8:30-4:00

**Salary:** Salary point 7-10 (£22,396-£23,620)

(Pro Rata. 0.825 FTE)

### MAIN RESPONSIBILITIES

- Lead first aider, to assess first aid problems presented by students and staff, taking appropriate action in the event of an emergency and communicating with staff and parents as necessary
- Administering prescribed medicines which are necessary to be taken by students during the school day, ensuring that parental consent is obtained and recorded
- The safe-keeping of prescribed medicines in a locked cupboard
- To liaise with primary schools during Y6 transitions in order to assess students' potential medical needs prior to their attendance at the school
- Inputting into any policies that the school feels relevant
- Work with those leading school trips to ensure that leaders are aware and proficient in dealing with any students with medical needs
- To attend to minor medical needs of students, such as administering plasters, bandages etc, as required, and to look after students who feel unwell
- Ensure when students are sent out of school for medical reasons that they have permission from their parent/carer
- To network with internal and external health agencies on a regular basis, with a view to seeking advice and support on behalf of students with specific health issues, under the direction of the Headteacher
- To advise on general health matters as presented by the staff and students and communicate with parents as appropriate
- Maintaining accurate and up to date accident and medicine logs
- Co-ordinating the training updates for other first aiders and any other staff as the need arises
- Responsibility for care plans for students with medical issues, including communicating any changes to staff
- Storage of medicines and ensuring an up to date, sufficient stock of supplies
- To co-ordinate with students returning to the school after an injury which impacts mobility, hearing or sight and agree a personal emergency evacuation plan, liaising with the necessary colleagues
- Liaising with NHS on student vaccination/immunization programmes in school, including organising the booking and rooming of these events
- Supporting the CPD of staff where needed
- To maintain confidentiality of information acquired while undertaking duties for the school
- To be responsible for own continuing self-development, undertaking training in both medical and pastoral areas and participating in annual appraisals
- To cover the reception area ensuring that all visitors are logged in and out of the building
- To portray a professional image when meeting and greeting all visitors
- Answering the telephone in a friendly and efficient manner, taking and forwarding on messages as soon as possible
- Ensuring all correspondence and tasks are dealt with efficiently and promptly
- To update the website and social media as appropriate when requested
- Providing efficient and confidential administrative support to any member of staff who requests assistance
- To work with the office manager to ensure the smooth running of the office and provide support where required
- To support delivery of the core purpose of the school
- Any other duties as might be reasonably required



## JOB DESCRIPTION (continued)

### In return, we can offer:

- Professional, passionate and dedicated teaching and support staff, who are willing and eager to undertake continuous professional development.
- Talented, stimulating and enthusiastic students with a desire to learn.

We believe it is only right that we balance the challenges that we set, with an understanding that gets the best out of someone; which means valuing them and nurturing them. We are fully aware that a passionate, supported and well directed team will go on to achieve great things.

### As a Trust we provide:

1. Competitive salary and clarity in the performance management process.
2. The opportunity to take on short or long term roles within the Trust that help us along our journey.
3. The ability to work with teachers and children from other countries as part of Dene Magna's International School offer.
4. Dene Magna's Reflective Practitioner Programme.
5. Comprehensive new staff induction.
6. Full support for CPD and a career mapping tool to facilitate this.
7. Free onsite parking.
8. On site canteen.
9. Free use of the onsite Gym at Dene Magna.
10. A 'Secret Buddy' system to allow us to keep an eye on one another and appreciate the things we do that others might miss.
11. A Duvet Day for staff who have been with us for more than one term.
12. A termly prize draw for staff.

This information is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at anytime after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the Trust at the reasonable discretion of the Trustees.

This information does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties.



## Safeguarding Information

Dene Magna School and the Forest of Dean Trust are committed to safeguarding and promoting the welfare of children and young people and would expect all staff to share this commitment. The school believes in equal opportunities and encourages all staff and children to be treated similarly, unhampered by artificial barriers or prejudices or preferences.

As a Trust we are committed to safety awareness and we undertake the following procedures:

We have DSL's trained to an enhanced level. All staff will require an enhanced DBS check, section 128 check and the prohibition register will be checked. We also have staff trained in Safer recruitment.

Our Child Protection Policy can be found on our website under Policies.

# PERSON SPECIFICATION

The successful candidate will possess all or most of the following attributes:

EDUCATION AND TRAINING	
• Level 3 First Aid at Work or Emergency First Aid at Work qualification	E
• Good general education to GCSE or A Level or equivalent experience, with a good level of numeracy and literacy as evidenced by GCSE or equivalent qualifications	E
• Attainment of any other health-related qualifications, including any involving child mental health and physical health issues	D
• Defibrillator training	E
EXPERIENCE	
• Experience of basic first aid	E
• Experience of first aid in a school environment	D
KNOWLEDGE AND SKILLS	
• Ability to maintain detailed and accurate records	E
• Excellent administrative skills	E
• Proficiency in Microsoft Office and Google software	E
• Knowledge of local health professionals and the services they offer	D
• Ability to liaise effectively with a range of health professionals	D
PERSONAL QUALITIES	
• Have an approachable, calm and confident persona	E
• A positive attitude to continuous improvement	E
• An ability to communicate and work with a range of young people and adults	E
• Hardworking and a team player	E
• Be confident in working with students aged 11 - 19	E
• Use their initiative, especially in dealing with an emergency situation	E
• Be able to establish a rapport with young people and their families	E
• Have the ability to work towards deadlines	E
• Have a good sense of humour appropriate for the environment	E

D = desirable      E = essential

# INTRODUCTION TO THE TRUST AND DENE MAGNA SCHOOL & SIXTH FORM

The Forest of Dean Trust was formed in April 2020 with Dene Magna School taking Drybrook Primary School and Nursery under its wing.

Dene Magna School is a successful, oversubscribed and high achieving nationally acclaimed 'Outstanding' Academy and Teaching School. Dene Magna also opened its Sixth Form College in September 2019.

Both schools are situated in a beautiful part of the country, enjoying easy links to surrounding towns and cities.

As a successful teaching school all staff, wherever they are within the Trust, have the opportunity to work alongside outstanding and supportive colleagues, to observe and share practice on a regular basis and develop pedagogy through reflection.

The Trust prides itself on excellent student behaviour and has a strong ethos about inclusion and diversity. We are passionate about our community and that includes staff work-life balance. All staff receive the highest level of support, have access to the very best in terms of resources and CPD and will be working in a community where they can really make a difference.

Our curriculum is tailored to meet the needs of our students that we serve, raising their aspirations and allowing them to pursue their dreams, with a particular emphasis on excellence and enjoyment. We listen, challenge and support each other while recognising that we all develop at a different pace and all experience a different journey.

Our community continues to thrive because of the relentless focus that we have on excellent teaching and learning.

At Dene Magna we actively promote our central aim each and every day...

***'that every learner shall achieve their maximum potential and enjoy the process'.***

## HOW DO I APPLY?

The next step for you in joining us on this exciting journey is to complete the application form and send this, along with a detailed covering letter explaining why your skills and experience would make you the perfect candidate for this position at Dene Magna School.

If you have any questions prior to you submitting your application or if you would like to come and visit us so we can share all the exciting things we are doing, please contact us at [vacancies@FODT.co.uk](mailto:vacancies@FODT.co.uk) or ring Diane Evans on 01594 542370.

We can't wait to hear from you!

**Deadline for applications is:** 6th October 2023

**Interviews will be held:** W/C 9th October 2023

## OUR VISION, VALUES AND ETHOS

We work with our community and know that raising aspirations and supporting the pursuit of dreams is not straightforward. We listen, challenge and support and we know that everybody experiences a different journey. There is a genuine partnership between students, staff and parents/carers to support the pursuit of our vision. We have a relentless focus on excellent teaching and learning and, alongside our house system and a healthy dose of fun, we know that our community continues to thrive.

Our school is founded upon the collective pursuit of our leading aim and our students know what that leading aim is. We know that life throws us many challenges and we aim to work in partnership so that we can learn about what lies ahead and prepare ourselves for our role in not just modern Britain, but the world. Progress is rarely linear, in life and school, and we are passionate that our broad and balanced curriculum complements our pastoral care and pedagogy.

Dene Magna is built upon excellent relationships, honest conversations and unwavering support to get the best out of each other. Staff work together to improve their teaching, students are actively involved in leadership across the school and parents are listened to and supported in our shared journey.

If you visit Dene Magna you will see that there is a simple, common-sense approach to working with young people that is founded on giving and getting respect. Our staff love their jobs and we work hard to instil that love of our school into our students and the wider community. We are very serious about our role within the community and we are an active presence within it.



## ALL THROUGH JOURNEY...

Being part of the Forest of Dean Trust means children have not only excellent provision for their early years but also a seamless transition to secondary school at Dene Magna School and further education at Dene Magna's Sixth Form.

## TRAVELLING TIMES TO GET TO US (approximate).



## DENE MAGNA SCHOOL & SIXTH FORM

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