



**First Aider
Recruitment Pack**

Grade F - £20,998.60-£23,715.06 (Actual)
37hrs per week. 44.652 paid weeks.

Exceptional Educational Experience



Dan Morrow
Trust Leader



Rich Baker
Deputy Trust Lead

Welcome

At Cornwall Education Learning Trust (CELT), our mission is clear: to provide every learner with an **exceptional educational experience**. One that enables them to thrive, achieve and succeed in life. We believe in a **100%** mindset, that every learner, in every classroom, in every school, deserves the very best we can offer. For us, 100% means no compromise: no learner left behind, no community overlooked, and no opportunity wasted.

Our strategic goals reflect this ambition. We are committed to empowering and growing our people, building an ambitious all-through entitlement, forging exceptional relationships with our communities, transforming provision through meaningful partnerships, and leading an ethical, effective and innovative organisation. These are not just aspirations; they are promises that shape the way we work and the culture we are building together.

Joining CELT means becoming part of a values-driven trust where collaboration, innovation, and care for people are at the heart of all we do. If you share our 100% mindset, are passionate about education, and want to make a tangible difference to learners and communities across Cornwall, we would be delighted to welcome you to CELT.

A handwritten signature in a light blue, cursive script that reads "Dan Morrow".

Dan Morrow
Trust Leader

EXCEPTIONAL
EDUCATIONAL
EXPERIENCE

100%





Welcome from our Chair of Trustees

Our values are at the heart of everything we do. We believe in the power of **Collaboration**, building strong relationships and working together as one team to achieve our collective goals. We are committed to **Empowerment**, creating a culture where initiative, innovation and trust flourish, and where every individual feels valued, respected and motivated.

As a Trust, we are grounded in promoting **Leadership**, sharing a moral and ethical purpose to improve the lives of others and make a lasting difference for our learners and communities. And we embrace **Transformation**, approaching change positively so that we can all become our best selves and do our best work.

These values guide every decision we make and every action we take. They are the foundation of our Trust and the reason we can offer such exceptional opportunities for our learners and staff. If you choose to join CELT, you will be part of a values-driven organisation where people are supported to grow, contribute, and thrive.

Sally Foard
Chair of Trustees



Sally Foard
Chair of Trustees





Cornwall Education Learning Trust

Our Family of Schools

Our family of schools have the privilege of educating 9000 learners across mid-Cornwall. We are passionate about collaborating and ensuring 100% of our learners have an exceptional educational experience.



9000
LEARNERS



1200
CELT STAFF



16
SCHOOLS



FIRST AIDER

Purpose of the Role

To provide caring and efficient first aid and student health provision for our school.

Culture

The postholder will demonstrate and promote the values of Cornwall Education Learning Trust at all times and will work with professionalism in line with the Trust's Code of Conduct. They will maintain full awareness of, and comply with, safeguarding, health and safety, confidentiality, and data protection policies, raising any concerns in line with school procedures. The postholder will show patience, empathy, and discretion when handling sensitive information and will contribute positively to the school environment by remaining adaptable and willing to support the wider life of the school.

Principle Responsibilities

The post holder will assess and meet the first aid requirements of students, staff and visitors, taking appropriate action in the event of an emergency and communicating with staff and parents in line with established procedures. They will attend to minor medical needs, such as administering plasters and bandages, and support general health matters within the scope of their qualifications, liaising with parents and pastoral teams as appropriate. In cases of more serious medical concerns, they will inform the Head of School or Deputy Headteacher and ensure that parents are contacted promptly, while maintaining appropriate confidentiality.

They will be responsible for administering medication, ensuring that parental consent is obtained and accurately recorded, and that all medication is stored securely in a locked cabinet. Clear systems will be implemented to ensure accountability for controlled medication. The role also includes maintaining accurate student medical records, updating relevant members of the pastoral or special educational needs teams in accordance with school policies, and sharing key information with staff through briefings where necessary.

The post holder will liaise with feeder schools to assess students' potential medical needs prior to their admission and will develop and maintain Individual Health Care Plans (HCPs) for students with ongoing medical conditions. They will also signpost and refer students to appropriate internal and external support services when required.

They will ensure that first aid qualifications remain up to date and will support staff delivering the school's PSHE programme, including first aid, when requested. In addition, they will advise staff undertaking school visits on first aid matters and support the organisation of medical, dental visits, hearing tests and vaccinations, working closely with external agencies and ensuring that all necessary records are completed and retained.



The role includes maintaining oversight of health and safety procedures related to medical care. This involves recording details of accidents and injuries on SIMS and reporting incidents on AssessNet in line with statutory requirements. The post holder will monitor and replenish first aid boxes across the school, ensure that emergency medical equipment is in good working order, and manage the ordering and maintenance of medical supplies to ensure sufficient resources are always available. Administrative tasks associated with these responsibilities will also be undertaken, alongside attendance at staff meetings, school-based INSET and any required specialist training.

General/other duties

The post holder will remain aware of, and work in accordance with, all relevant school practices, policies and procedures, including those relating to Health and Safety, Equal Opportunities, the Code of Conduct and GDPR. They will ensure that all duties are carried out in line with these expectations and contribute to a safe, inclusive and compliant working environment.

In liaison with the school's Safeguarding Team, the post holder may attend meetings arranged by external agencies where required, contributing appropriately to discussions and supporting the school's safeguarding responsibilities.

They will maintain strict confidentiality of all information acquired in the course of their duties, ensuring that sensitive information is handled appropriately and in line with statutory and school requirements.

Staff Development

The post holder will contribute to staff development by supporting and delivering appropriate in-house training, for example the use of EpiPens, and by advising and supporting members of the first aid team. They will actively participate in the school's staff development programme, engaging in relevant training and professional development opportunities, and will take part in the Performance Management Review process. As a member of a designated team, they will contribute positively to effective working relationships across the school.

Quality Assurance

They will support quality assurance processes by implementing and adhering to school procedures, while also seeking opportunities for improvement where appropriate. The post holder will contribute, as required, to the review, development and management of activities linked to the organisation and pastoral functions of the school.



Data Management

The role includes maintaining accurate and up-to-date records, ensuring that relevant information is recorded on systems such as SIMS and AssessNet. They will complete necessary documentation to support the effective tracking of students and ensure that all information is reliable and compliant with school expectations.

Communication

The post holder will communicate effectively with parents, and where appropriate, liaise and cooperate with external agencies and organisations. They will follow agreed communication policies and work collaboratively with colleagues to ensure the effective sharing and use of resources for the benefit of staff and students.

General responsibilities applicable to all staff

They will play a full part in the life of the school community, supporting its distinctive mission and ethos and encouraging others to do the same. This includes actively promoting school policies, engaging in ongoing personal development as agreed, and complying with the Trust's Health and Safety Policy, including undertaking relevant risk assessments where required.

As part of their general responsibilities, the post holder will demonstrate and promote the values of Cornwall Education Learning Trust at all times and work collaboratively with colleagues to meet the needs of all pupils. They will act with professionalism in line with the Trust's Code of Conduct, attend staff meetings and Trust-based INSET as required, and take responsibility for their own continuous professional development. They will remain aware of and adhere to all applicable Trust policies and procedures, maintaining the highest levels of confidentiality in relation to reports, records and personal data in accordance with GDPR.

Note:

This job description is illustrative of the general nature and level of responsibility of the work to be undertaken commensurate with the grade. It is not a comprehensive list of all the responsibilities, duties and tasks relating to the post. The postholder may be required to undertake such work as may be determined by their line manager from time to time, up to or at a level consistent with the main responsibilities of the job. This job description may be amended at any time in consultation with the postholder.



Special Conditions of Employment:

Cornwall Education Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The postholder is required to follow all of the Trust's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The postholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or well-being of children or young people.

All offers of employment are conditional and subject to satisfactory pre-employment checks including receipt of original qualification documents, references, medical screening, proof of eligibility to work in the UK, Childcare Disqualification check and a Disclosure and Barring Service (DBS) check.



Education and Training

Essential	Desirable
Good standard of practical skills	Knowledge and skills of nursing
Knowledge and experience of medical administrative work	Medical administrative skills in a school environment

Knowledge & Experience

Essential	Desirable
Good standard of education including English & Maths	NVQ Level 3 in Health & Social Care
3 Day First Aid at Work certificate	Attainment of child health qualification (e.g. Registered Nurse, child branch, health visitor qualification, first responder, mental health, first aid)

Specialist Knowledge & Skills

Essential	Desirable
Knowledge & Skills in administering First Aid	Knowledge of diabetes, epi-pens, epilepsy & sexual health in young people,.
Self-motivated, patient & empathetic	
Ability to remain calm in stressful situations	
Enjoys working with children & young people	
Ability to work on own initiative and as part of a team	



Knowledge of Safeguarding

Essential	Desirable
Demonstrate an awareness, understanding and commitment to the protection and safeguarding of children and young people	
Demonstrate an awareness, understanding and commitment to equality and inclusion	

Values-related Qualities

Essential	Desirable
Collaborate – ability to work effectively as a team	
Empower – ability to take initiative and problem solve in order to improve performance	
Leadership – To lead by example and achieve shared goals	
Transformation – ability to recognise a need for change and adapt accordingly	





Applying to CELT

We welcome applications via My New Term in the CELT Careers section of our website: www.celtrust.org.

If you would like to arrange a visit or discuss the role further, please contact J. Kellow, Assistant Headteacher, at jkellow@nt.celtrust.org

We want every candidate to know exactly what to expect from our recruitment process. All CELT application packs clearly set out key information: salary, interview dates, and application deadlines. All line managers involved in recruitment are trained to recognise and reduce bias, ensuring a fair and consistent experience for every applicant.

More information about our approach can be found in our Recruitment and Selection Policy via the trust website.



Safeguarding

Safeguarding is the golden thread through CELT - safeguarding is everyone's responsibility. We promote an open culture of learning and development where good practice is celebrated and mistakes are used to learn and improve practice and therefore outcomes for our learners.

A whole-school approach to safeguarding means listening to the voices of everyone in the school community. This includes learners as well as parents, carers and school staff.



Amy Daniels
Director of Inclusion

All offers of employment are conditional and subject to satisfactory pre-employment checks including receipt of original qualification documents, references, medical screening, proof of eligibility to work in the UK, Childcare Disqualification check and an Enhanced Disclosure and Barring Service (DBS) check.



Our vision is to build and nurture a talented, diverse team who are proud to deliver exceptional education across our Trust.

We believe in working together, treating everyone fairly, and always learning and growing. We are committed to creating a safe, inclusive, and supportive workplace where every colleague feels valued and inspired to do their best.

By investing in and caring for our people, we unlock their potential – enabling them to make a real difference to our schools, our learners and the communities we serve.

CEL T is committed to developing and empowering staff by ensuring that every colleague has the opportunity to thrive in their current role while being prepared for future opportunities.

Lea Randall

Lea Randall
People Services Lead



Lea Randall
People Services Lead

**Empowering
our people to
support, teach
and lead**



Claire White
Headteacher

I feel privileged to have been part of SW100's cohort 2. I finished the year a different leader to the one I was 12 months before and I've never been more committed to change in our system. It reinforced my belief that teaching truly is the best job in the world.



Andrew Gasiorowski
IS Manager

I joined Brannel School as an apprentice and now manage the information services team at Poltair School. Working at CEL T has enabled me to progress professionally and has provided opportunities for me to work on strategic projects across the Trust.



Rebecca Blizzard
Assistant Headteacher

From gaining valuable leadership experience as Head of Science I felt ready and supported to become an Assistant Headteacher. I value the range of leadership opportunities at CEL T and the strong collaboration amongst colleagues and our family of schools.

Staff Entitlement

As a Trust we understand that we have a responsibility to create a future-focused team that is ready for change and able to support our development. Part of this future planning involves succession planning and dynamic talent management.

Talent management is crucial at both a strategic and an individual level. It is about the value that every individual brings to Cornwall Education Learning Trust. By understanding people's strengths and unique contributions, we can ensure that they receive the development they need to have the maximum impact in their current and future roles.



Personal Growth & Inspiration:

- Exceptional development opportunities through training, mentoring, and networking.
- Complimentary access to Inspiring the South West conferences to fuel your ambition.



Health & Wellbeing:

- Free annual flu jabs, health screenings, and eye tests to keep you feeling your best.
- Discounted gym and leisure centre memberships to support your fitness goals.
- Wisdom app access for mental health support, mindfulness, and resilience.
- Confidential helpline and counselling through Health Assured, available 24/7.



Family & Flexibility:

- Up to 5 days paid emergency leave for dependants when life throws a curveball.
- Family-friendly policies and flexible working arrangements to help you balance work and home.



Perks & Extras:

- Cycle to Work scheme to promote greener commuting and save on bike purchases.
- Generous public sector pension scheme to invest in your future.



CELT CENTRE OF
EXCELLENCE

At CELT, we believe inspiration should flow through our staff as much as our students. Great teaching comes from colleagues who are curious, ambitious and continually developing their practice. Professional learning isn't an add-on – it's part of who we are.

The CELT Centre of Excellence at Penrice Academy brings this vision to life. It offers a place to reflect, learn and plan next steps, supporting colleagues at every stage of their career. Through programmes such as Future Leaders, New and Aspiring Leaders, and the upcoming Flourishing Programme, the Centre provides clarity, connection and opportunity for all roles across CELT.

Our aim is simple: to help every colleague grow, feel valued and thrive. By investing in ourselves, we strengthen our culture and keep inspiration at the heart of our classrooms.

CLICK HERE



"CELT is where teaching talent takes flight, and connection becomes the fuel that propels us forward. With comprehensive support, collaborative communities, mentoring, research-informed practice, and an unwavering focus on equity, CELT creates an environment where both teachers and learners thrive."



Hayley Bissenden

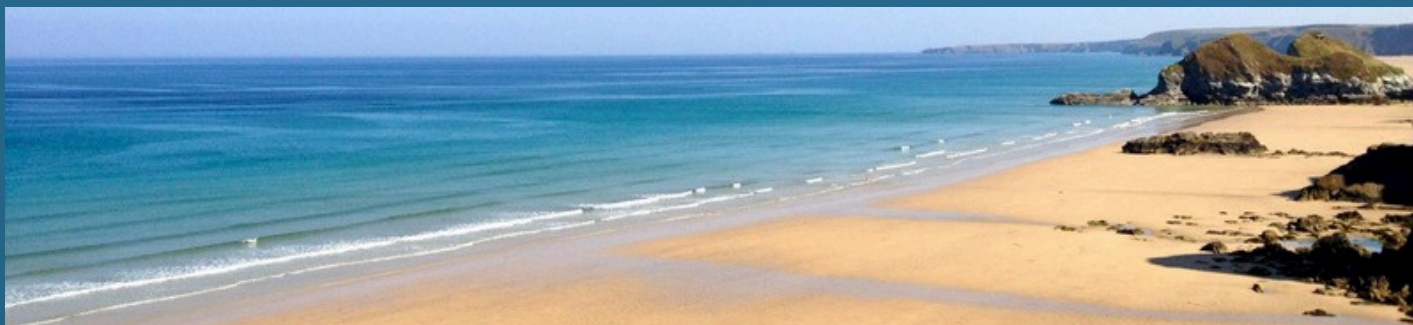
Hayley Bissenden
Director of the
Centre of Excellence





Living and Working in Cornwall

A Life That Feels Different—in the Best Way



Cornwall offers a rare blend of meaningful work, breathtaking surroundings and an exceptional quality of life. Our schools sit at the heart of proud, supportive communities where relationships matter and staff quickly feel part of something bigger.

Community

Cornwall's towns and villages are close-knit, welcoming and full of character. Families are deeply invested in their local schools, and the strong partnership between home and school is a defining feature of life here. When you join us, you're joining a place where people genuinely look out for one another.

Lifestyle

From beaches and rugged coastline to moorland and open countryside, Cornwall's natural beauty is always within easy reach. Shorter commutes and access to the outdoors help create a healthy balance between work and life—and the space to truly recharge.



Infrastructure

Cornwall is ambitious about its future. From major road improvements such as the upgraded A30 to enhanced digital connectivity and the convenience of Cornwall Airport Newquay, the region continues to invest to keep people connected and moving.

Families

Safe communities, excellent schools, and a huge range of activities make Cornwall an exceptional place to raise children. Whether it's beach days, outdoor adventures or creative arts, there's always something to inspire young minds.