

First Aider and Medical Needs Officer

To start as soon as possible

Full time, 37 hours per week, 38 weeks a year

Full time equivalent salary range: per annum: £26,824 - £29,540 per annum

Actual salary range for working 38 weeks a year: £22,430 - £24,701 per annum

Are you ready to make a meaningful impact in the lives of our students? This is an exciting opportunity to join our operations team and provide essential first aid support and supervision to our students.

Reporting to the Facilities Manager, you will be the first point of contact for all sick and injured students. You will assess their illness or injury in order to take the appropriate medical action in accordance with first aid and school procedures.

We are seeking a caring person with excellent communication skills to ensure that our pupils with ongoing medical needs are supported in school, in line with their Individual Health Care Plans. You will administer approved medication to students and maintain records and reports, including those for statutory requirements. The postholder will also be responsible for coordinating appointment schedules for visiting health practitioner visits such as student vaccines.

A significant part of the role is to supervise toilet visits for those students who have toilet passes or students who require the toilet during lesson time. You will consult regularly with SEND staff, school leaders and pastoral staff to maintain our established system for reviewing and issuing toilet passes for students.

You will hold a full First Aid certificate as a minimum requirement. Applications from Registered General Nurses are welcome.

You will be joining us at a very exciting time. Our sixth form opened last September. This brings with it numerous opportunities for continued development. The successful candidate will have access to a range of CPD opportunities and qualifications.

In return for everything you can bring, we can offer you:

- The opportunity to be part of our supportive and inclusive Light Hall family;
- Opportunities for further development in your role and progression;
- Induction, training and ongoing CPD opportunities to further support your development;
- A range of staff benefits including local government pension with generous employer contribution;
- Free employee wellbeing services such as free physiotherapy and chiropractor sessions, GP consultations for staff and their children 24 hours a day, 7 days a week worldwide and flu jabs.

You can find out more about this role by:

- visiting our school website www.lighthall.co.uk to download a candidate pack and application form.
- visiting the school – to arrange a visit, please contact Anna Williams, HR, Cover and Office Manager on 0121 746 5060 or email HR@lighthall.co.uk

Closing date: 9.00am on Monday 9 March 2026

To apply please email your completed application form and application letter to hr@lighthall.co.uk (we reserve the right to close this advert earlier if we receive sufficient applications for the role. Therefore, please submit your application as early as possible).

We look forward to hearing from you.

Light Hall School is committed to safeguarding the welfare of all children and young people and expects its staff to share this commitment. An enhanced DBS check is required for all successful candidates.