

# Bishop Stopford School

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# First Aid and Allergy Lead

*Application pack*

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# Our Intent

At Bishop Stopford School, our aim is that every student should realise his or her unique potential. Our Christian ethos and core values are expressed in all that we do: the culture is articulated through highly productive relationships and there is a strong sense of identity and belonging. As a result, our curriculum nurtures and challenges, prioritises individual worth and social cohesion, and fosters independence and interdependence. Character development goes hand in hand with our striving for academic excellence. We want students to leave us happy and healthy, with a strong moral compass as well as with qualifications which have integrity.

Aspiration underpins our curriculum: it is designed so that no student is left behind or left out because of social-, learning- or other disadvantage. Both the taught and the wider curriculum are carefully planned to ensure that not only are students' basic skills secured, but they provide the foundation for future success. We aim to develop highly literate and knowledgeable learners who are creative, self-regulating and resilient. They have opportunities to develop depth as well as breadth, and because they are socially equipped, they can engage confidently with the wider world.

## **Underpinning Principles:**

- Leadership of the curriculum is active, reflective and research-informed.
- Our curriculum is unapologetically academic and knowledge-driven, ensuring Bishop Stopford students are engaged and thoughtful learners.
- Our curriculum is holistic: the spiritual, social and moral imperatives are as strong as the academic.
- Key Stage 3 lasts for Years 7-9 to allow the range of subjects to be studied and to build secure foundations for the two-year GCSE programmes of study.
- Curriculum is structured to ensure effective progression through the key stages and beyond school to further study or employment.
- Our curriculum enables all learners to progress, though development of a rich language base and challenge in every lesson



# Letter from the Headteacher

July 2026

Our Ref: JS/HP

Thank you so much for accessing details of our First Aid and Allergy Lead post. I am aware that there are opportunities in many schools for a First Aid and Allergy Lead, and you will be wondering what makes it worth your while to apply to Bishop Stopford School. Our 2025 Ofsted inspection and our very recent inspection as a Church of England School (February 2026) bear testament to the incredibly positive community we have at our Academy – a place where everyone belongs. Its place is genuinely amongst leading educational establishments in the country.

And there are other reasons to apply:

- an excellent environment where attendance is high: students enjoy coming to school and have very supportive families;
- the staff team is very much part of the 'Bishop family', where great relationships are seen day in, day out;
- a commitment to your professional development in line with your career aspirations and our ambitious aims.

So we would very much welcome your application if you have a real vocation to be a First Aid and Allergy Lead and you can work in sympathy with our values.

As with any school with a population of almost 1500, there are a variety of needs present. Some are students with chronic medical conditions and an Educational Health Care Plan where needs must be statutorily met. We also have our fair share of acute issues – broken limbs are not unusual! And of course there is a wide spectrum of emotional and psychological health issues which present themselves. From concerns and worries over a range of personal and social issues to diagnosed mental health conditions, the Medical Office plays a vital role. The First Aid and Allergy Lead also supports staff.

The First Aid and Allergy Lead is allied to the Pastoral, Safeguarding and Wellbeing Team. The team consists largely of non-teachers who have responsibility for year groups of students. They are well-informed about the young people they serve, have great relationships with parents and will provide excellent information. The First Aid and Allergy Lead also works closely with our Designated Safeguarding Leads who are part of this term. The Academy has a number of first aid trained staff and also liaises closely with the School Nurse Service.

If you have any queries about the advertised post which are not answered in the information provided, or if you would like to arrange a visit, please contact Rachael Gibson in the first instance:  
[rgibson@bishopstopford.com](mailto:rgibson@bishopstopford.com)

We very much look forward to hearing from you, if you believe this role is your next career step.

Yours sincerely

**Jill Silverthorne**  
Headteacher



# Job Description

## Main Purpose

To promote and maintain the physical, mental, and emotional health and wellbeing of students and staff by provided medical expertise, supporting safeguarding processes, and ensuring the Academy meets its statutory health obligations.

## Responsible to: Business Manager

### Key Responsibilities:

- General Responsibilities
- Medical Room Management
- Emergency Response
- Long-term Medical Conditions
- Medication Management
- Student Support
- Record Keeping and Data Protection
- General Responsibilities

### General Responsibilities

Safeguard and promote the welfare of children and young people.  
Support the school's ethos, values and policies.  
Work collaboratively with pastoral, SEND and safeguarding teams.  
Undertake other duties commensurate with the grade of the post.

### Medical Room Management

Manage and supervise the Academy's Medical Room.  
Assess and respond appropriately to students presenting with illness or injury.  
Provide first aid and emergency care to a level commensurate with level of training.  
Maintain accurate records of all medical incidents, accidents, injuries and treatments.  
Ensure medical equipment and first aid supplies are adequately stocked and maintained.  
Monitor expiry dates and arrange replenishment of supplies

### Emergency Response

Act as the school's lead first aider.  
Respond promptly to medical emergencies across the Academy site.  
Assess whether emergency services are required and contact them when appropriate.  
Coordinate emergency medical procedures and support staff during incidents.  
Ensure appropriate follow-up communication with parents/carers.  
Contribute to the school's emergency planning and staff training.

### Long-Term Medical Conditions

Act as the lead coordinator for students with medical conditions, including allergen-related conditions.  
Develop, review and maintain Individual Healthcare Plans.  
Liaise with parents, healthcare professionals, School Nurse Service and external agencies.  
Ensure relevant staff understand their responsibilities regarding students' medical needs.  
Coordinate arrangements for medication, treatments and emergency interventions.  
Monitor compliance with statutory guidance relating to supporting students with medical conditions.

Cont'd



# Job Description (2)

## Medication Management

Oversee the safe storage, administration and recording of medication.  
Maintain medication registers and parental consent records.  
Ensure medication procedures comply with Academy policy and legal requirements.  
Monitor medicine expiry dates and arrange replacement where necessary.

## Student Support

Provide reassurance and support to students experiencing illness, injury or medical anxiety.  
Support students returning to school following illness, surgery or significant medical treatment.  
Promote student well-being and health awareness  
Contribute to safeguarding and pastoral support where medical issues affect attendance, emotional wellbeing or learning.

## Training and Compliance

Deliver or coordinate medical awareness training for staff.  
Maintain own professional qualifications and first aid certification.  
Keep up to date with relevant legislation, guidance and best practice.  
Support policy development relating to first aid, medication and medical conditions.  
Contribute to risk assessments for educational visits involving students with medical needs.

## Record Keeping and Data Protection

Maintain accurate, confidential medical records.  
Produce reports and summaries as required by senior leaders.  
Ensure compliance with the GDPR and data protection requirements.  
Monitor trends in medical incidents and identify areas for improvement.

## Allergy Management

Maintain an up-to-date register of pupils with diagnosed allergies.  
Liaise with parents, healthcare professionals, and relevant staff regarding allergy management.  
Ensure reasonable adjustments are made for pupils with allergies.  
Ensure emergency medication (e.g. adrenaline auto-injectors) are available, in date, and easily accessible.  
Ensure appropriate staff receive practical training in recognising anaphylaxis and administering adrenaline auto-injectors.



# Person Specification

Attributes	Essential	Desirable
<b>Education/ Qualification and special training</b>	<ul style="list-style-type: none"> <li>Recognised First Aid Certification, including First Aid at Work</li> <li>Safeguarding Training</li> <li>5 GCSEs including Maths and English at Grade 4/C or above</li> </ul>	<ul style="list-style-type: none"> <li>Experience in an allied field (eg school nurse, healthcare assistant, nurse)</li> <li>Higher level First Aid training</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Providing first aid or medical support in a school, youth, healthcare, or community setting.</li> <li>Working or volunteering with children and young people aged 11–18.</li> <li>Maintaining accurate records</li> <li>Managing medications, stock, and equipment.</li> </ul>	<ul style="list-style-type: none"> <li>Liaising with parents, carers, and healthcare professionals.</li> <li>Working in a school environment</li> </ul>
<b>Knowledge and Skill</b>	<ul style="list-style-type: none"> <li>Awareness of common physical and mental health issues in secondary-age students.</li> <li>Safeguarding procedures</li> <li>Understanding of DfE guidance on supporting pupils with medical conditions.</li> <li>Knowledge of infection control, medication management, and care planning.</li> <li>Clear understanding of confidentiality, data protection, and record-keeping.</li> <li>IT skills for record keeping</li> </ul>	<ul style="list-style-type: none"> <li>Familiarity with SEND, IHCPs, EHCPs, and health-related adjustments in educational settings.</li> <li><i>Keeping Children Safe in Education</i></li> </ul>
<b>Persons Attributes</b>	<ul style="list-style-type: none"> <li>Calm under pressure</li> <li>Highly effective communicator</li> <li>Able to make sound judgments in emergency situations</li> <li>Able to work independently and as part of a team</li> <li>Empathy and patience, able to cope with those presenting in emergency situations and with distress.</li> <li>Professional integrity and respect for confidentiality.</li> <li>Resilience and emotional stability.</li> <li>Approachable and reassuring presence.</li> <li>Organised, reliable, and able to prioritise effectively.</li> <li>Commitment to inclusive practice and supporting diverse needs.</li> </ul>	





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