

JACK HUNT ACADEMY

Hard work Integrity Kindness



Candidate Pack



KEYS
ACADEMIES
TRUST

About the School

A Welcome from the Headteacher



Dear Applicant

Thank you for your interest in this exciting role. The post offers the opportunity to make a real difference to the lives and aspirations of the students in our care.

At Jack Hunt Academy, we have a strong ethos centred on the belief that every student has the right to a first-class education, and we consistently promote high expectations for all our students. We want all our learners to leave JHA well educated; of good character; and ready for ambitious next steps. Our core values are:

- Hard Work
- Integrity
- Kindness

Jack Hunt Academy is a vibrant place of learning, underpinned by expert teaching of a challenging and broad curriculum. We provide high levels of pastoral care and support via our fantastic Year system, as well as a comprehensive PSHE programme. We believe that for students to thrive, they need to be happy, safe and receive high levels of support.

We think that enrichment opportunities are important for all students, and our offer in this area is extensive. We believe in high standards of behaviour and conduct, and our school is a happy and calm place to learn where positive relationships flourish. We are a diverse and inclusive school, and we are committed to comprehensive education.

Academic success is very important to us, and we have a strong track record. Our students achieve well and many progress into our successful and flourishing Sixth Form. Our students have strong destinations after leaving Jack Hunt Academy. However, academic success is only part of our purpose. We also provide excellence in music, drama, sport, and the arts and we value all practical and creative pursuits. We also develop the qualities that are important in any young person such as self-reliance, courtesy, respect, initiative, and determination.

We are an outward facing school. We are proud to belong to Keys Academies Trust, and this gives us the opportunity to collaborate with other schools. We also work with an extensive network of education providers, businesses, and charities within Peterborough and beyond. These networks allow us to offer our students a rich blend of opportunities.

If you think that this post at Jack Hunt Academy could be for you, we would love to receive your application.

Yours sincerely,

Jon Hebblethwaite,
Headteacher

For more information about this post, or to organise a visit to the school, please contact the HR department at recruitment@jhs.pkat.co.uk

About the Trust

Our trust is a vibrant, diverse, and ambitious group of five academies in west Peterborough. Formed in 2018, we are a relatively young trust, which emerged from a strong, but loose, alliance of primary schools working with our large Jack Hunt secondary school.

Our schools serve communities which have many similarities but also significant differences, due to the cultural and economic diversity of the city. We celebrate these differences and ensure that each school retains a distinct identity within the trust.

Working together as a multi-academy trust has allowed us to use the expertise across our 5 schools to meet our common goals to give our pupils and students an inclusive, innovative learning community that respects and benefits everyone and has aspirational plans for the future. Our vision is to unlock the potential and create strong life chances for all the children we educate.

Our iLearn Project is an important pillar in our educational provision both in the classroom and at home. Through the supply of personal iPads to staff and to children in years 6,10,11,12 and 13, we can leverage the significant enhancement to teaching and learning afforded by technology.

To ensure the transition from Primary to Secondary school we are proud of our Year 7 'My World' curriculum. This has been carefully planned to support the best outcomes for students and encourage independent and reflective learners, through the development of exhibition standard project work.

The Trust's Young Explorers programme replicates the Duke of Edinburgh scheme for all Year 5 pupils across the Trust and forms part of the Year 5 curriculum. Our rich offer for all the children in our Trust also includes a wide range of sporting activities and undertaking sports leadership courses; University visits in both Key Stage 2 and Key Stage 5; day trips, educational visits and residential; theatre groups in school and educational visits to theatre productions; and a wide of competitions where pupils and students can showcase their talents.

All in our trust have high aspirations for, and high expectations of, every single pupil and student. We want them to be well-rounded, confident, caring young people with leadership skills who are motivated to achieve their best in lessons and beyond the classroom. We want them to be involved in the school, local and global community and leave us as life-long learners, equipped to build on their success and contribute positively to our future.

The Board of Trustees of Keys Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



Job Information

Lead First Aider and Trips Co-ordinator
Jack Hunt Academy



Salary: NJC SCP Grade 8, Point 19-24

Hours: 37 hours per week, Term Time plus 2 weeks

Type of role: Permanent

Closing date: 6th July 2026 at 9.00am

Start date: September 2026

Job Description

Purpose of Job

To be responsible for all aspects of First Aid throughout the school, including students, staff and visitors.

Accountabilities:

Lead First Aid Duties

- Act as the lead first aider onsite and line manage team of First Aiders.
- Administer appropriate first aid care to sick, injured and distressed students and staff, arranging emergency assistance when required.
- Co-ordinate the First Aid response to any medical emergency in school.
- Act under instruction of emergency services to keep staff/students safe in an emergency until such time as paramedics take over.
- Maintain accurate records of first aid administered.
- Maintain and update student Care Plans, ensuring these are complied with. Liaise with School Nursing Team.
- Liaise with the School Nursing Team to arrange referrals, student appointments, meetings and training sessions as required, including regular Epi-Pen update training.
- 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. Monitor medication expiry dates and remind parents and carers of required replacements.
- Assess new intake students and liaise with parents, carers and feeder schools to ensure records of new students and medications are provided on transition.
- Ensure the medical rooms and all First Aid kits (including those taken out of school on activities and on the minibuses) are kept stocked and with relevant documentation.
- Liaise with school trip leaders to supply First Aid kits and students' school stored medications.
- Check and maintain records for the school defibrillators and update national database on availability.
- Liaise with the Head of Year and parents or carers if visits to the Medical Room become regular.
- Ensure the training requirements of all the school's First Aid team are kept up to date. Book suitable refresher or new First Aid Courses.
- Report qualifying accidents for staff or students to the Business Manager up to RIDDOR level
- Maintain Personal Emergency Evacuation Plans (PEEP) both permanent and temporary. Issuing lift keys and liaising with the Fire Warden and other staff to ensure students and staff with a PEEP can safely evacuate in an emergency. Maintaining records of this procedure.
- Liaise with staff and HR on staff medical needs whilst onsite, to support delivery and monitoring of their onsite Health Care Plans.

- Provide SLT with welfare/first aid reports as required.
- Assist with the monitoring of the school's Health and Safety Policy, as directed by the Business Manager.

Trips Coordinator

As Trips Co-ordinator you will be responsible for ensuring all trips comply with legal requirements, school policies and national guidance with a strong focus on administration, health and safety and risk management. Working alongside members of senior leadership team and trip leaders, you will play a key role in ensuring the smooth planning, organisation and execution of off-site educational visits .

- Work with SBM to develop, review, and implement trip-related and first aid policies
- To support Trip leaders to ensure compliant running of school trips across the school.
 - Booking and coordinating transport
 - To work with finance and admin colleagues to ensure invoices are paid in a timely fashion in line with trip budgets and student payment plans
 - To be responsible in ensuring that students medical plans and medication is prepared for trips and trip leaders are briefed accordingly
 - To become confident and familiar with the administration systems of the school ensuring effective and accurate communication with the academy community.
 - Preparing emergency procedures and contingency plans

This job description will be reviewed periodically.

This job description sets out the main duties to be covered in respect of remuneration at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify Trustee consideration of revising the allowance remunerated.

It may be necessary from time to time adapt working hours to suit the needs of the organisation. Any permanent changes to working patterns would be notified.

Person Specification

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application.

Qualifications and training

- Relevant first aid qualification (e.g., First Aid at Work)
- GCSE Grade 4 or equivalent English and maths
- Education Visits Co-ordinator accreditation (desirable)
- Evidence of ongoing professional development in first aid, health & safety, or educational visits (desirable)

Experience

- Previous experience in a first aid role within a school or similar setting
- Experience coordinating educational visits or similar activities (desirable)
- Experience maintaining accurate records and managing confidential information

Skills and knowledge

- Excellent organisational and planning skills
- Excellent people, communication skills and telephone manner
- Knowledge of first aid, health & safety, and child safeguarding regulations
- Ability to keep accurate records and comply with statutory requirements
- Ability to lead, train, and motivate small teams
- Calm and methodical approach in emergency situations
- Excellent IT skills (e.g., MS Office, trip/incident management software)

Personal qualities

- Highly organised and reliable
- Calm, approachable, and resilient under pressure
- Commitment to upholding and promoting the ethos and values of the school
- Willingness to work flexibly to meet the needs of the school community
- Commitment to equality, diversity, and inclusion

How to Apply

For more information, and to access our online application form, visit our website at <https://www.keystrust.org/vacancies>

Or, for a short cut, scan the code below:



Please use the below links to access our Safeguarding Policies:

Safeguarding and Child Protection Policy (Trust): <https://www.keystrust.org/SafeguardingandChildProtectionPolicy>

Recruitment of Ex-Offenders Policy Statement: <https://www.keystrust.org/RecruitmentofExOffendersPolicy>

Work for Us

Our Trust culture is centred on valuing people, through supporting their ambitions and career paths, so that we are a respected and attractive employer. By creating a culture where staff feel respected, empowered and inspired, we create a positive learning environment.

We are keen to reward and recognize our staff and have developed a comprehensive range of employee benefits to achieve this.

Our staff benefit from:

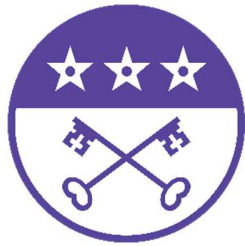
- Professional Development and extensive CPD programmes
- Perkbox employee benefits platform providing big discounts on shopping, dining and entertainment
- Generous Occupational Pension Schemes
- Generous sickness benefits to support you in a time of need
- Free parking at all Keys schools
- Nursery provision
- Free on-site annual flu vaccination scheme
- 24/7 free and confidential Employee Assistance Programme
- Wellbeing programme and support
- Additional planning days
- iPads and Laptops for all teaching staff
- Open door listening policy to Senior Leaders

Our people vision:

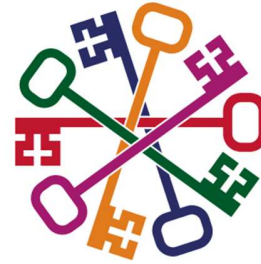
- Our people are proud of our Trust and the difference we make to young people
- We are all hungry to learn and we offer career development and opportunities for all
- Everyone enjoys coming to work, we are inclusive and listen to our people
- Our leaders serve our people ensuring their professional and personal need are supported
- Our people go the extra mile because they feel well rewarded and valued and that we care

Safeguarding Statement

Keys Academies Trust (Keys) and Jack Hunt Academy are committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an enhanced Disclosure & Barring check along with other relevant employment checks. Disclosure of any criminal convictions and an enhanced DBS check will be required for this post. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. The post may not be exempt from the Rehabilitation of Offenders Act 1974 as certain spent convictions and cautions are 'protected' and are not subject to disclosure. It is important that an applicant provides the School with upfront disclosure of all unspent convictions, cautions, reprimands or warnings. A failure to declare the above (that are not subject to the Disclosure and Barring Service filtering) may disqualify an applicant for appointment and may result in summary dismissal if the discrepancy subsequently comes to light.



**Bradwell Road
Peterborough
PE3 9PY**



**Ledbury Road
Peterborough
PE3 9PN**