



**TRUE LEARNING
PARTNERSHIP**



Poynton High School

**First Aid and Administration Officer
Recruitment Pack**



ASPIRATIONAL

We encourage everyone to dream big and pursue excellence.



COLLABORATIVE

We work together, valuing diverse perspectives and shared success.



COMPASSIONATE

We act with kindness, respect, and a genuine desire to serve others.



CURIOUS

We foster innovation and a love of learning for all through inquiry and creativity.



INCLUSIVE

We ensure everyone feels valued, supported, and able to contribute fully.



TRUE LEARNING PARTNERSHIP

Our Mission

To inspire and empower every individual within our trust to achieve their fullest potential.

We are committed to providing a safe, inclusive, and innovative learning environment where compassion and collaboration thrive. Encouraging high aspirations, courage and curiosity, we equip all members of our community with the skills, confidence, and character to make a meaningful, positive impact in their communities and beyond.



Inspiring the best in everyone

Welcome to Poynton High School, part of the True Learning Multi-Academy Trust

Dear Candidate,

Thank you for your interest in working at our school. Poynton High is a great school, full of inspirational young people and exceptionally talented staff. As Headteacher I am proud to have such a supportive, expert and engaged staff team and I hope that you will wish to move forward on your application and look to join us in due course.

We seek to appoint a well-qualified and enthusiastic First Aid and Administration Officer to join a highly successful and innovative team. This position offers someone with good communication and interpersonal skills a fantastic opportunity to join an ambitious and forward-thinking school. Key responsibilities of the role are to contribute to the first aid provision of the school, manage first aid resources and provide administrative support.

Our school serves the families of Poynton, Disley, Adlington and surrounding areas and we lie at the heart of this community's learning needs. We pride ourselves on being a community where every young person is challenged to reach their full potential and experience success, regardless of their background or ability. We believe that all stakeholders—students, staff, families, and the wider community of which we are a part—share the responsibility of contributing to the growth and achievement of our students. Recognising that every young person is unique, we are committed to building strong relationships and fostering an inclusive environment that values individuality, celebrates all achievements, and empowers our students to thrive academically, socially, and personally.

We have approximately 1500 students in Years 7 to 13 and offer a wide range of A levels in our large and successful Sixth Form. We are proud of the academic excellence achieved by our students and of their involvement in wider school life. We hope that as a prospective member of staff you will share our mission to “inspire and empower all within our learning community to fulfil their individual potential and ambitions so that all are able to be active and successful citizens in our global society”.

I would encourage you to visit our website (<https://www.poyntonhigh.org.uk/>) to get a better understanding of life here at Poynton High and if you have any questions that you would like to ask please do not hesitate to contact me directly on head@poyntonhigh.org.uk. I very much hope that you want to join our team, and I look forward to receiving an application from you in due course. Good luck!

Matthew Dean
Headteacher

Job Description & Person Specification

Post Title:	First Aid and Administration Officer
Salary Range:	CE Grade 5 (7-11): £27,274 - £29,071 FTE (Actual salary £3,816 - £4,067 per annum)
Contract:	Permanent
Start Date:	Friday 6 th November 2026
Responsible to:	School Business Manager
Weekly Hours:	6 hours: 9.00am – 3.00pm (Fridays only)
Weeks per year:	39 weeks (term time plus one inset day)

PURPOSE OF JOB:

To contribute to the first aid provision of the school, manage first aid resources and provide administrative support.

SPECIFIC RESPONSIBILITIES:

1	To provide immediate assessment and First Aid treatment arising from accidents, illness and incidents on a daily basis and contact parent/carer.
2	To arrange for sick students to return home or call for an ambulance, in consultation with senior staff, so that school health policies are followed.
3	To maintain a record of all students and staff seen, to complete and update Health and Safety forms and share information with the School Business Manager / teaching staff as necessary.
4	To arrange for vaccination sessions held by the Local Authority for the relevant age group of students, undertaking the necessary communications and ensuring appropriate records are completed and retained.
5	Order and stock take first aid resources and maintain first aid kits used in school and for trips.
6	Complete risk assessments for staff or students returning to following physical injury or medical operation.
7	To keep an accurate list of all staff accredited with First Aid at Work and Defibrillator training, together with dates of expiry and arrange training as required.
8	Support/cover reception duties, including answering overflow reception phone calls.
9	Undertake admin and clerical duties to facilitate the provision of a high-quality support service for the whole school, including responding to Subject Access Requests.
10	Prioritise own workload to ensure agreed deadlines are achieved which enables the admin and clerical work to be managed efficiently.

Person Specification

QUALIFICATIONS AND TRAINING	
Essential	Evidence
To hold a GCSE in English and Mathematics at Grade C or above	AF
To have First Aid qualifications or to be prepared to be trained in first aid	AF
To be ICT literate including word processing, internet and intranet	AF
Desirable	
To have recent experience of working in the secondary sector of education.	AF
PROFESSIONAL SKILLS AND EXPERIENCE	
Essential	
To have excellent communication skills	AF
To have experience of working in a demanding environment.	AF
To be able to work with a range of staff, students and outside agencies	I + R
To be able to remain calm under pressure	I + R
Desirable.	
To be able to deliver a range of training to individuals and groups of students.	I
KNOWLEDGE AND UNDERSTANDING	
Essential	
To be able to manage competing demands	I
To be aware of unique demands of working in a school environment.	I
To be willing to be flexible and adapt as priorities change throughout the year	I
To demonstrate commitment to the highest standards of child protection.	I
To recognise the importance of personal responsibility for health and safety.	I
Desirable	
To be innovative, creative and self-motivated	I
ABILITIES	
Essential	
To possess high quality interpersonal and communication skills	AF + I
To be able to prioritise, plan and organise workload.	I + R
To be able to work as a member of a team	I + R
To believe in equality and celebrate diversity. To be committed to inclusion and the right for all to fulfil their potential.	I
To be willing to embrace change.	I
To show a commitment to upholding the Academy and Trust's vision and values.	I
To demonstrate professional and personal integrity.	AF + I

AF = Application Form I = Interview R = Reference

Core Responsibilities for all Trust Employees

Health & Safety

All staff within True Learning Partnership are required to remain vigilant, observe all relevant Health and Safety policies and procedures, take reasonable care of their own and others' Health and Safety, report all accidents and incidents, and raise concerns through their line manager, the Director of Business & Operations, the site management team or another member of SLT as appropriate.

Equality & Diversity

Staff employed by True Learning Partnership are expected to promote equality of opportunity for all students and staff, both current and prospective, and to support an environment that values diversity and respect. True Learning Partnership believes that all individuals are of equal value and we are committed to equal opportunities for all.

Data Protection

All staff within True Learning Partnership have a responsibility to ensure that data they are responsible for is accurate and appropriate to the needs of the organisation, and that they are responsible for ensuring any personal data processed for any purpose or purposes in connection with their role in the Trust shall not be kept for longer than is necessary for that purpose or those purposes, in accordance with GDPR 2018.

Safeguarding & Child Protection

True Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and adhere to, and comply with, the Trust's Safeguarding and Child Protection policy and procedures at all times.

Notwithstanding the detail in this job description, in accordance with the Trust's Flexibility Policy the job holder will undertake such work as may be determined by the CEO from time to time, up to or at a level consistent with the main responsibilities of the job.

Key Information regarding the Application Process

To Apply

Completed application forms should be submitted via My New Term.

Please **do not** include your name when completing your supporting statement.

Only completed application forms will be submitted for shortlisting; CVs will not be accepted.

Key Dates

Closing date for applications: Monday 5th October 2026 at 9am

Interviews will take place week commencing Monday 12th October 2026

Benefits

At True Learning Partnership, we're proud to support our staff both in and outside of work. We're committed to your wellbeing, professional growth, and maintaining a healthy work-life balance.

Our benefits package includes a wide range of support and resources, such as wellbeing tools, a confidential Employee Assistance Programme (EAP), learning and development opportunities, and access to discounts on everyday spending and lifestyle services.

Other benefits include:

- Pension Scheme
- Cycle to Work Scheme
- Eye Care Vouchers
- Seasonal Flu Jabs
- Access to free CPD courses
- Strava – True Learning Runners

Safer Recruitment Information

True Learning Partnership is an inclusive Equal Employment Opportunity employer that considers applicants without regard to gender, gender identity, sexual orientation, race, ethnicity, disabled or veteran status, or any other characteristic protected by law. We welcome applications from all individuals regardless of individual background or circumstance. Please note if you are shortlisted, an online search will be carried out before interview which may identify any incidents or issues that have happened, and are publicly available online, which we might want to explore with you at interview.

True Learning Partnership is committed to safeguarding and promoting the welfare of all children and young people and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people.

The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (one of which must be from the current/latest employer) and evidence of the formal qualifications required for the role.

Trust Safeguarding Statement

True Learning Partnership recognises the important role that our schools and their staff have in the wider safeguarding system for children. ALL staff have a responsibility to provide a safe environment in which children can learn. True Learning Partnership fully adopts statutory guidance "Keeping Children Safe in Education" (September 2025).

True Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our schools are a safe place for children, where our responsibilities for safeguarding children are taken seriously. As a Trust, we are responsible for ensuring that all our schools have thorough and robust child protection and safeguarding policies and procedures.

Should you have safeguarding concerns regarding any pupil at any of our schools, please speak to one of the Designated Safeguarding Leads at that school.

True Learning Partnership Designated Safeguarding Officer is Catherine Holyland, Deputy Head Teacher at Poynton High School. If you wish to contact her directly please e mail Cholyland@truelearning.org.uk

TLP's Trust Board safeguarding representative is currently TBC. If you wish to raise a concern, please email info@truelearning.org.uk stating that the email relates to a safeguarding issue.

Our schools' Local Governing Bodies are regularly updated about child protection, bullying and safeguarding policies and practices by the relevant school Head Teachers, and other members of the Senior Leadership Team. This information is reported to the Trust Board.

For further details on roles and responsibilities, and recording information regarding Safeguarding, please see the Safeguarding Policy and Procedures documents held by each school in our Trust.



Contact Us



True Learning Partnership

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W: www.truelearning.org.uk/

E: recruitment@truelearning.org.uk

