



ATHENA
LEARNING TRUST

First Aider

Applicant Pack

Closing date:

12th August 2026

Interview date:

19th August 2026



Join Athena - Inspiring World-Class Education Together!

At Athena, we are a passionate and forward-looking educational organisation committed to providing world-class education and helping individuals **lead great lives**. Our core values of "**dream big, take responsibility**, and **be kind**" guide our mission to create a supportive and inclusive learning environment where everyone can excel and grow.

Job Title:	First Aider
School Base:	Bideford College
Closing Date:	12/08/2026
Interview Date:	19/08/2026
Vacancy Start Date:	ASAP
Contract Type:	Permanent
Salary:	£13.45 to £13.97 ph

Bideford College

Being an Athenian

At Athena, we believe in the power of education to transform lives and shape a brighter future. We are dedicated to fostering a strong sense of community, where students, educators, and parents collaborate to achieve academic excellence and personal growth. Our commitment to "**dream big, take responsibility, and be kind**" underpins everything we do, inspiring our students to aim high, take ownership of their learning, and treat each other with respect and compassion.

We are inspired by wisdom, creativity and learning. Determined to create a world where all children get to go to great schools, our mission is to provide the knowledge and education to bring opportunities, choices and freedom.

If you want to be part of an inspirational team of big thinkers who will support you to develop your full potential and value your knowledge, passion, wellbeing and commitment, it sounds like you could be on your way to joining us and becoming an Athenian.



What makes Athena different

Our Commitment to you

We recognise that all of our people have a role to play in ensuring our students have access to world-class education and so each one is valued. We are committed to creating an inclusive and supportive work environment that promotes both personal and professional growth. We put staff wellbeing first and here are some of the benefits and perks you can enjoy as a member of our team:

Impact: positive outcomes for our students

Leaders: we see everyone as a school leader

Wellbeing: ensuring your time off is for you

Generous pension: the local government pension scheme

Employee Wellbeing Initiatives: support your physical, mental, and emotional health

Benefits: Enjoy access to various discounts, benefits, and rewards to enhance your lifestyle.

Join us on this journey to inspire greatness in ourselves and others. Together, we can create a brighter future and make a lasting difference in the lives of our students and the communities we serve.

People

passionate about making a difference in the lives of each other and our students

Development

investing in our employee's growth and development

No burn out

cut low-impact workload and champion staff wellbeing

Flexibility

flexible working to promote work-life balance where possible

Support

valuing our employee time and impact by investing it well and providing wrap around support



Role Summary

As a First Aider you will be required to assess the medical and welfare needs of students and staff, and administer front-line First Aid. You will ensure that pupils with ongoing medical needs are supported in school in line with their Individual Health Care Plans, administer approved medication to students and maintain records and reports, including those for statutory requirements.



What you will be doing

Build Knowledge

- To be aware of and adhere to applicable rules, regulations, legislation and procedures e.g. National legislation (Health and Safety, Data Protection)
- To assist with the organisation of continuing training and development for onsite First Aiders.
- To share responsibility for department budgets.

Build Trust

- To assist with all aspects of Health and Safety within the College.
- To attend to minor medical needs of students, such as administering plasters, bandages etc as required. To inform the Principal/Pastoral Care in the event of more serious medical concerns and make the necessary arrangements for parents to be contacted.
- To assist with and coordinate arrangements for mandatory student vaccinations.
- To undertake the preparation, writing and periodic reviewing of Risk Assessments (with assistance from other departments)

Prioritisation

- To assess First Aid problems presented by students and staff, taking appropriate action in the event of an emergency and communicating with staff and parents in accordance with procedures.
- To be responsible for administering prescribed medication, ensuring that parental consent is obtained and recorded. To be responsible for the safe-keeping of prescribed medication in a secure, locked cupboard.
- To share responsibility for monitoring and replenishing First Aid boxes throughout the College and ensuring all emergency First Aid equipment is in good order

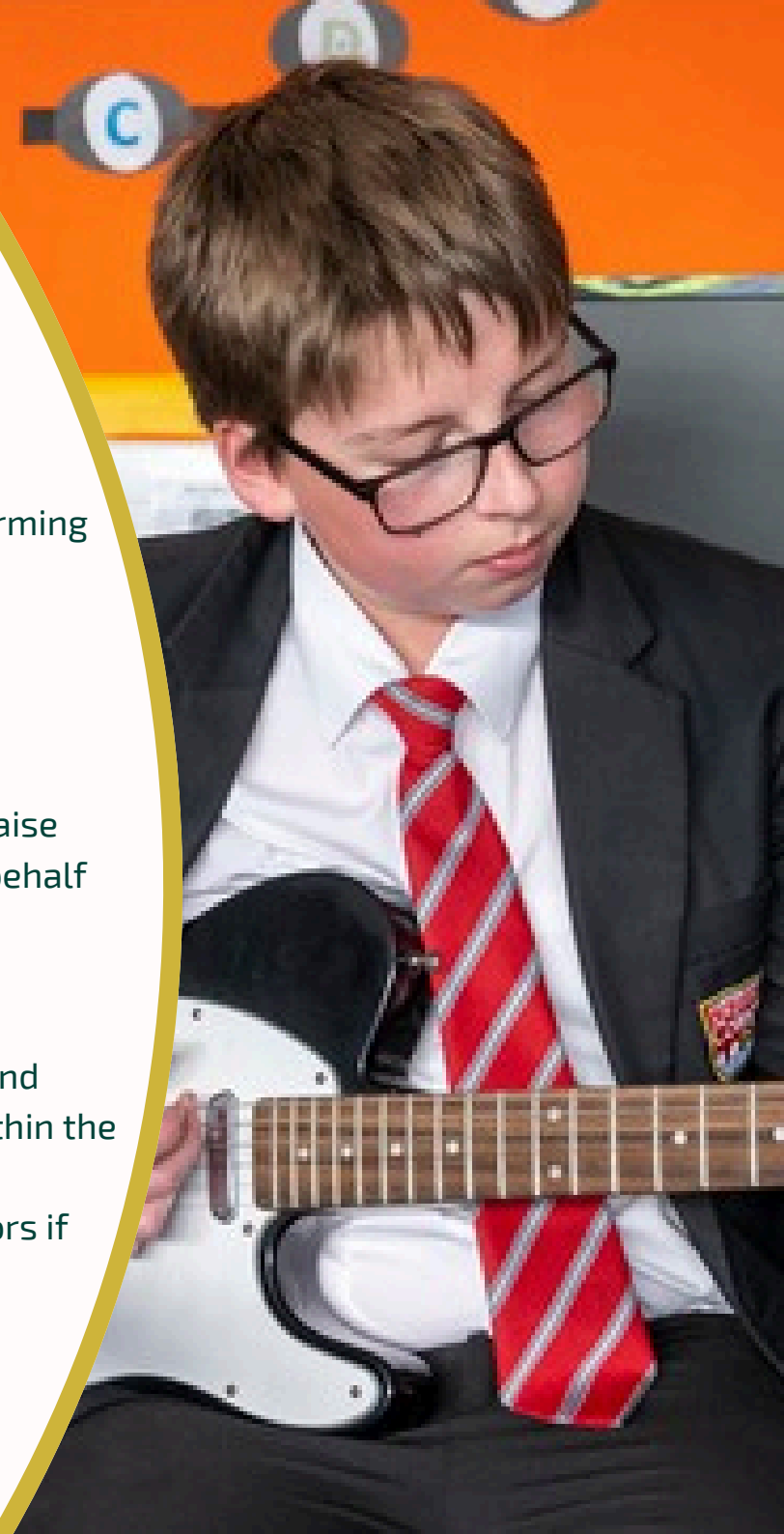
What you will be doing

Clarity and Energy

- To record and report details of accidents and injuries in accordance with the MAT/College procedures and to comply with H&S regulations.
- To share responsibility for maintaining accurate student medical records, informing relevant members of the pastoral team and other staff of special needs, in accordance with the college's pastoral policies and procedures.
- To undertake photocopying and document collation as requested.

Follow Up

- To network with internal and external health agencies on a regular basis. To liaise with a range of health agencies with a view to seeking advice and support on behalf of students with specific health issues.
- To maintain accident report database and prepare reports for viewing by Trustees/SLT.
- To share responsibility for maintaining stocks and ordering medical supplies and equipment in order to ensure adequate emergency medical resources exist within the College.
- To undertake termly Health and Safety walks with Trustees and Site Supervisors if required.



How you will be doing it

Dream Big

- Deliver value opportunities for world class education for all students

Take Responsibility

- To maintain confidentiality of information acquired in the course of undertaking duties for the department.
- Ensure Health and Safety and Safeguarding are at the centre of your approach.
- Take accountability for your own development and aspire to deliver the very best practice across all areas of your role.
- To attend staff meetings and school-based CPD days as required.

Be Kind

- To encourage acceptance and inclusion of all students.
- Support positive strategies for promoting equality and for challenging racial and other prejudice.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. You could reasonably be asked to work out of our partner sites to support where required.





Qualifications

- GCSE's or equivalent to include Maths & English at a C grade or above
- Good levels of literacy and numeracy
- Experience of Basic First Aid

Desirable

- Up-to-date recognised First Aid Certificates
- Level 3 "Health and Safety in the workplace"

Experience

- Excellent communication skills, both oral and written
- A high level of accuracy and attention to detail
- Flexible, adaptable and able to handle unexpected changes in schedules.
- Self-motivated and able to work in a team to collaborate with teachers, other support staff and parent to deliver effective support to students
- Good IT skills

Desirable

- Experience working with students with diverse backgrounds and learning needs
- Background in Health and Safety
- Knowledge of issues relevant to education and child development

How to Apply

If you are passionate about our values and dedicated to making a meaningful impact on education, we invite you to apply. **Please complete the application form on My New Term** and tell us about how you connect with our values of "**dream big, take responsibility, and be kind**" and what you feel you can contribute to our team and our goal to deliver world class education.

Athena Learning Trust is committed to **safeguarding** and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. All posts are subject to Enhanced DBS clearance and appropriate pre-employment checks.

We reserve the right to close this advert and interview and appoint earlier than the advertised closing date should there be a good response to the advert, so early applications are advised.

Apply now

and experience the difference
in a rewarding and meaningful
career in education.