



COCKBURN
MULTI-ACADEMY TRUST
TRANSFORMATION TO EXCELLENCE



We're Hiring

Recruitment Booklet

First Aider & Admin

COCKBURN SCHOOL

Specialist status in the Performing Arts



COCKBURN
JOHN CHARLES ACADEMY



COCKBURN
LAURENCE CALVERT ACADEMY



COCKBURN
INGRAM ROAD ACADEMY



FOOTSTEPS
to success



MIDDLETON
PRIMARY SCHOOL



COCKBURN
REACH ACADEMY



 **MINDFUL
EMPLOYER**



0113 271 9962



recruitment@cockburnmat.org



www.cockburnmat.org

Job Description – First Aider & Admin

Post: First Aider & Admin
Pay scale and salary: B1, SCP 4-6
Contract Type: Permanent, All Year Round
Hours of work: 27.5 hours per week, Monday-Friday 9:00am to 3:00pm plus 5 additional training days

Accountable to: School Business Manager

Purpose of Role:

- To be the first point of contact for First Aid in the academy.
- To be responsible for the first aid arrangements in the academy and the health care of students while at the academy.
- To assist staff in supporting students with health problems.
- To co-ordinate the medical and first aid records for students across the academy.
- To assist in general clerical, administrative support.

Main Duties:

- To lead on the academy's priority of first aid, health and wellbeing relating to students.
- Operate telephone switchboard; convey messages & filter calls
- Provide a reprographic service for all staff
- Assist the main office with administrative tasks
- Processing/upkeep of EVH2 forms and all matter relating to medicals and immunisations
- To work as part of a team to provide customer focused services
- To assist the School Business Manager with helping review the academy's medication policy and procedures, ensuring that statutory requirements are always met.
- To keep Head of Year's informed of any concerns that may come to light via students being in first aid.
- Supporting diabetic students with a wide range of medical conditions
- Managing students with asthma and allergies ensuring asthma plans are up to date.
- To be responsible for maintaining the academy's medical records for all students and ensuring the first aid needs of the academy are met.
- To facilitate medical provision for students.
- To liaise with parents/carers, academy staff and relevant agencies as required.

- To communicate with parents/carers in a timely manner to obtain updated information in relation to medical/first aid needs.
- To prepare generic Health Care Plans, IPRAs and PEEPs/PIEPs for students with identified needs and to assist the SENCO to prepare specific IPRAs/PEEPs/PIEPs where required.
- To work with the Chef to ensure that all information in relation to student allergies is shared and kept up-to-date and to liaise with parents/carers as appropriate to ensure that any further information and clarification around allergies is followed up. To put together care plans as required in relation to allergies.
- To assist with obtaining and disseminating medical information regarding the transition of students.
- To maintain the medical room and ensure upkeep of first aid kits and supplies in all relevant locations.
- To supply First Aid packs for academy trips.
- To supervise sick and injured students, contacting parents/carers as necessary and arranging hospitalisation or return home, if required.
- To report any concerns to a designated Safeguarding Officer.
- To inform the Head of School (or the PA in their absence) of emergency situations.
- To inform the Business Manager of any accidents or incidents by completing CF50s.
- To administer medication, as agreed with parents/carers and the academy's Health & Safety policy.
- To lead on the co-ordination and organisation of immunisations as required by the School Nursing Team.
- To offer confidential advice to students on health-related matters.
- To prioritise work to meet conflicting deadlines.
- To maintain accurate computerised records
- To work with others to help improve work organisation and effectiveness.
- To develop their professional knowledge and skills by identifying and attending relevant courses/training as appropriate to the role.
- To comply with the requirements of all academy policies, procedures and staff instructions, including responsibilities under the Health and Safety Policy and Procedures.
- To carry out such other duties as may be necessary from time to time in accordance with local practice or within the reasonable requirements of the Head of School or Executive Headteacher.

The post holder will be required to work flexibly across the academy to deliver an efficient service. There will be regular contact with students, colleagues, internal and external customers.

Person Specification

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements and applicants lacking these attributes will not be considered for the post. The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential but may be used to distinguish between acceptable candidates.

QUALIFICATIONS	Essential	Desirable	MOA
Grade C/4 or above in GCSE English	*		A/Q
First aid qualification (or willingness to undergo once employment commences)	*		A/Q
Admin Qualification		*	A/Q
Mental Health First Aider Qualification		*	A/Q
KNOWLEDGE/SKILLS	Essential	Desirable	MOA
Knowledge of general office procedures and practice including confidentiality	*		A/Q/R/S
Good numeracy/literacy & ICT skills	*		A/R/S
Able to communicate effectively with a wide range of people	*		A/R/S
Able to process documentation using Microsoft office application or similar	*		A/Q/R/S
Able to accurately enter/retrieve data information from information systems/databases	*		A/Q/R/S
Able to prioritise work to meet conflicting deadlines	*		A/R/S
Knowledge and skills to safeguard the welfare of CYP and uphold your professional responsibility	*		A/Q/R/S
Knowledge of contributing to/helping to prepare Health Care Plans, IPRAs and PEEPS/PIEPS or a willingness to carry out the necessary training		*	A/R/S
An understanding and knowledge of Health & Safety at Work and in relation to an academy environment or a willingness to carry out necessary training		*	A/R/S

Able to assist in the training of new team members		*	A/R/S
Basic understanding & knowledge of school systems and procedures		*	A/R/S
<u>EXPERIENCE</u>	ESSENTIAL	DESIRABLE	MOA
Experience of working in an administrative role/office environment	*		A/R/S
Experience of dealing with queries from a wide range of people in a customer focussed environment	*		A/R/S
Experience of participating in teams and working on own initiative	*		A/R/S
Experience of working in administration in a school and use of SIMS		*	A/R/S
<u>PERSONAL QUALITIES</u>	<u>Essential</u>	<u>Desirable</u>	<u>MOA</u>
A passion for education and making a difference	*		A/R/S
Excellent communicator	*		A/R/S
Effective team member	*		A/R/S
Energy, enthusiasm, sense of humour	*		A/R/S
Ability to motivate self and others	*		A/R/S
Willingness to contribute to the wider life of the Academy and Trust	*		A/R/S
Emotional resilience - recognising that working in Education can be a demanding job but approach the challenge positively	*		A/R/S
Subscribe to the ethos of the Trust and go the extra mile in terms of time and commitment to get the very best from their students	*		A/S
The postholder must have a command of spoken English which is sufficient to enable the effective performance of the role, including the ability to speak with confidence and accuracy and the ability to listen and respond appropriately dependent on the audience.	*		A/Q/R/S
Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the			

role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply for this position.		
This role is subject to a six-month probationary period and satisfactory enhanced DBS check. As one organisation Cockburn Multi-Academy Trust expects all its employees to work across any academy within the trust as and when required.		
METHOD OF ASSESSMENT (MOA)	A =	Application Form
	Q =	Qualification
	R =	References
	S =	Selection Process

COCKBURN

CAREER PATHWAYS

What job roles am I interested in?

Pastoral

Safeguarding Officer, Family Support Worker, Early Intervention Therapeutic Worker, Attendance Outreach Worker, Outreach Co-ordinator, Early Intervention Worker Assistant SENCO, Head of Year

Facilities

Cleaner, Cleaning Supervisor, Caretaker, Caretaker, Site Manager, Premises Assistant, General Kitchen Assistant, Senior Catering Assistant, Catering Supervisor, Catering Manager

Data/technical support

Reprographics, Data Assistant, Data Manager, Trust Data and MIS Officer, IT Technician, Senior IT Technician, IT Manager

Operational

Receptionist, Administrator, Office Manager, School Business Manager, Personal Assistant to Head of School/ Executive Headteacher, Exams Officer, Finance Assistant, Finance Officer, Trainee Accountant, Finance Manager, HR Manager, Head of HR, Deputy Chief Operating Officer, Chief Operating Officer

Classroom support

Midday Supervisor, Before/After School Club Assistant, Playworker, Nursery Assistant Child and Family Practitioner Behaviour & Learning Inclusion Practitioner, Teaching Assistant, Learning Mentor, Cover Supervisor, HLTA, DT/Art/Food/Science Technician LRC Coordinator

Routes into teaching

QTS, QTLS, PGCE, SCITT, School Direct Teach First, Teaching Apprenticeship, Straight to Teaching

What career path should I take?

Ongoing training and development

PDD Days, annual updates, staff briefings, departmental specific training, away days

What internal training may there be available?

Shadowing, acting up, secondments, mentor support, volunteering, associate roles

What qualifications do I need to reach my goal?

GCSES, A Levels, NVQs, diploma, foundation degree, PGCE, QTS, ECT, Level 3 TA, CIPD, accountancy, H&S, NEBOSH, computing and IT, apprenticeship

How do I find out more about job roles?

Job adverts/website, line manager, careers officer, departmental heads, teacher training lead, HR

Smart clinic resources

Self-care and personal development

Annual appraisal

CPD, training and development, career aspiration conversations, succession planning

National College resources

Teaching and learning, pedagogy, SEND, admin, finance, staffing, recruitment, facilities, H&S

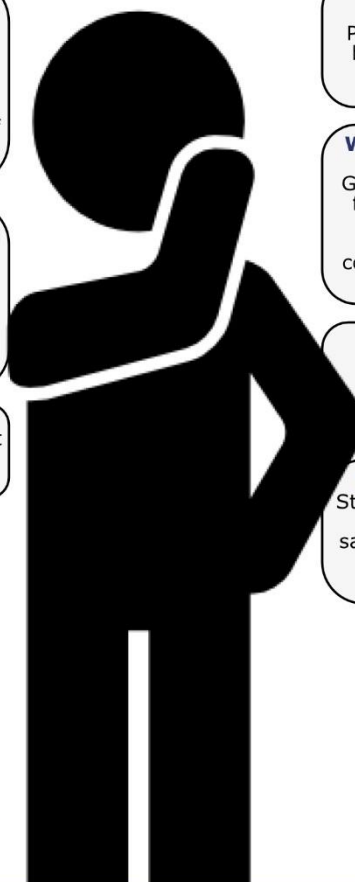
Training for new starters...

Staff induction, statutory training including child protection and safeguarding, online safety, data protection, school policies, behaviour management

Our values and ethos

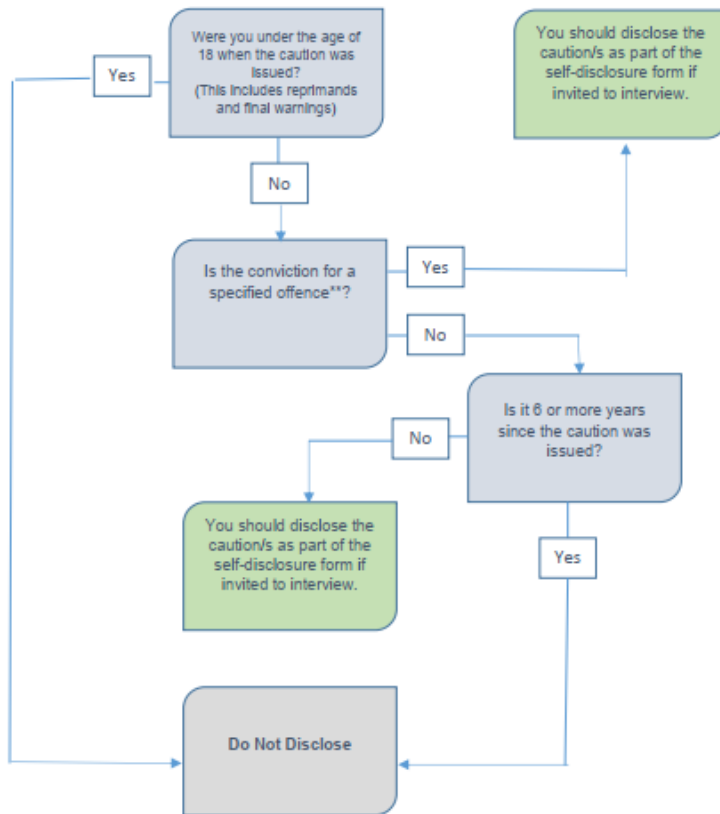
Equality, diversity and inclusion, high quality professional development, internal coaching and individual CPD rewarding jobs, lifelong learning, growth mindset, work life balance, flexibility

SUPPORT STAFF



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Disclosure of a Caution (this includes reprimands and final warnings)



**<https://www.gov.uk/government/publications/dba-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

Disclosure of a Conviction Please work this through for each conviction you have separately even if they were part of the same legal proceedings

*https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/935747/draft-rehabilitation-offenders-act-1974-exceptions-order-1975.pdf

**<https://www.gov.uk/government/publications/dba-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

