



First Aider

Information Pack

April 2026

Welcome!

Thank you for your interest in our vacancy. Priestlands is an Academy in the New Forest with 1250 students and 165 staff.

This role is for a part-time first aider to support our students during the school day. Working within a small team you will take direction from the lead first aider, but must also be able to make quick decisions when on your own. On a day to day basis, you will be supporting students during the school day should they become unwell or have an accident. A small number of students also have complex medical needs which are monitored during the day and you will need to have the ability to cope with changing priorities and remain calm under pressure.

We are looking for someone to join the team as soon as possible, working from 11.15am to 3.30pm Tuesday to Friday. The post is for a maximum of 16 hours a week, with an unpaid 15 minute break at 1.30pm.

The post will appeal to someone who is naturally comfortable in the presence of young people, has a firm but fair approach and meticulous attention to detail. In addition, you will need good sense of humour, a positive attitude and resilience! The role is busy and varied, so you will need to have exceptional timekeeping, communication and organisational skills and be able to work both independently and as part of a team. Previous experience of working first aid would be an advantage, however training and induction will be provided.

The successful candidate will benefit from the perks of working within a school, up to 14 weeks off per year; including a two week Autumn half term. There is a generous employer contribution into the pension scheme, free on-site parking and access to the student canteen where discounted meals are available. In addition, the school offers a free and confidential Employee Assistance programme, offering advice on a range of areas including well-being, housing and financial matters.

The salary will be paid at Grade C for 38 working weeks per year. This is paid for 43.6 weeks of the year to include a proportion of holiday pay. Actual salary based on 16 hours would be £9,131 (equivalent to £25,186 full-time/pay award pending). This a term time contract which means that you are not entitled to take time off during the 38 weeks the school is open. The salary is paid in 12 equal payments.

Priestlands School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. This post is covered by the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 and you will be required to declare whether you have any criminal convictions. Priestlands School is an equal opportunities employer and welcomes applications from all sections of the community.

References will be taken up prior to interview and you will be required to provide appropriate evidence of identity and qualifications to support other pre-employment checks which will be undertaken on the successful candidate for this role, including:

- A confidential health declaration
- An online search of your name in line with government guidance on Keeping Children Safe in Education
- A DBS application
- Your right to work in the UK

To apply, please click on the 'apply now' link which will take you to the online application form. Please do not submit a CV as it will not be accepted. If you have any further queries, please do not hesitate to contact us. We look forward to receiving your application.

Job Description

Duties:

- Assess medical needs of students and staff and administer front-line first aid e.g. plasters, bandages etc. and other remedies/action.
- Decide appropriate treatment, according to emergency or condition of the student/member of staff.
- Refer for onward assessment and treatment by medical practitioner, hospital etc.
- Provide care and guidance to individual students as required, liaising with teachers, PSMs, parents and other agencies where required.
- Make decisions regarding child protection issues and refer/report where necessary.
- Maintain and administer approved medication to students in secure conditions in accordance with prescribed courses of treatment and parental authorisation.
- Maintain records/reports including those for statutory requirements e.g. accidents
- Enter medical information for students on Arbor.
- Produce medical reports for off-site activities.
- Liaise with external medical agencies and make arrangements for visits of school nurse, and assist as required.
- Replacement of medical supplies and stock levels.
- Oversee lost property and arrange end of term clearances.
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Participate in training and continuing professional development.
- Attend relevant school meetings as required.
- Maintain an awareness of school, national and statutory policies and requirements and apply these in the workplace.

General

- Collaborate and work with colleagues and other professionals within and beyond school.
- Communicate effectively with other staff members and students, and parents/carers as necessary.
- Attend and contribute to meetings as required.
- Attend training sessions as required.
- To act in accordance with the School's policies, including the requirements of Keeping Children Safe in Education (KCSIE), the school's child protection policy, and GDPR among others.
- To carry out any other duties commensurate with the level of the post.

This job description sets out the main duties and responsibility of the post and each individual task may not be identified. The post holder will be expected to undertake other such duties as required. It will be reviewed regularly and may be subject to modification or amendment following discussion.

Person Specification

SPECIFICATION	ESSENTIAL	DESIRABLE
Qualification and training	A good standard of general education, including evidence of GCSE English & Maths at Grade C or above (or equivalent).	Qualified First Aider Evidence of qualifications in this area.
Experience	First Aider experience Willingness to attend a three day training course and maintain the qualification as required.	First Aider experience in a similar environment
Qualities, skills, knowledge and abilities.	<p>Good communication skills; able to listen, clarify, instruct and explain clearly and calmly.</p> <p>Be physically fit to safely fulfil the demands of the role independently.</p> <p>Able to deal with a wide range of medical conditions and injuries, providing first line treatment and referral to other agencies as conditions dictate.</p> <p>Team player with a 'can do' approach.</p> <p>Able to work independently and with initiative.</p> <p>Able to act in a calm and practical manner under pressure, and adapt quickly and effectively to changing circumstances or situations.</p> <p>Professionally discreet and reliable in matters of confidentiality.</p> <p>Good organisational skills.</p> <p>Good ICT skills.</p> <p>Well-developed interpersonal skills and sense of humour enabling effective relationships with a variety of different people.</p> <p>Able to establish and maintain good relationships and rapport with other colleagues in the school and external contacts (e.g. parents, governors, members of the community).</p> <p>Enjoy a good rapport with young people.</p> <p>Empathy with students and sympathetic to their needs.</p> <p>Able to motivate and encourage students appropriately.</p> <p>Firm, sensitive and effective approach towards student discipline.</p>	<p>Knowledge of Microsoft Office & Arbor</p>
References	Supportive	