



**PARK LANE**  
A C A D E M Y

Respect | Ambition | Pride

# APPLICATION PACK

Student Support Officer  
Grade 4, SCP 7-11 (£23,051-£24,570 actual)

37 hrs p/w, Term Time plus 5 days

Start Date: ASAP

Maternity Cover to 31<sup>st</sup> Aug 2027

Respect - Ambition - Pride



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- Submit your application by Midnight on 21<sup>st</sup> May 2026
- If you have any queries regarding the application process please contact our HR on 01422 362215 or [jdungan@parklane.spacademies.org](mailto:jdungan@parklane.spacademies.org)



# WELCOME

Dear Potential Colleague,

Firstly, thank you for your interest in working at Park Lane Academy a proud member of the highly regarded South Pennine Academies Trust. If you are impressed by our exciting work over the last two years, understand our vision and want to be a part of our exciting '**Journey to Good**', then we are keen to hear from you.

Park Lane Academy was inspected by Ofsted in October 2022 and we were described as an 'improving school' where leaders act with integrity and are focused on creating an inclusive school and a place where pupils talk positively about the changes that they are seeing.

Our motivation is to continue our transformational journey with our mission to strive for excellence in everything that we do. At PLA we ensure that positive relationships are at the core of what we do each and every day underpinned by our core values of Respect, Ambition and Pride as we passionately believe that, as educators, we have a powerful role to play to inspire our students to be the best they can be.

We are looking for a passionate, energetic and dedicated candidate with a strong character and someone who has the ability to motivate and inspire our students to achieve their full potential. Most importantly we are keen to hear from candidates that are driven by a strong sense of purpose and the genuine ambition to help the Academy drive standards and turn our vision into reality.

If this is a position that appeals to you and you have the passion to make a positive difference to the life chances of our students, we would very much look forward to hearing from you.

If you wish to discuss any of the opportunities we have on offer, please contact us at [jdungan@parklane.spacademies.org](mailto:jdungan@parklane.spacademies.org) or call 01422 362215. Please also visit our website [www.parklane.org.uk](http://www.parklane.org.uk) and our social media pages to learn more about life at PLA.

Yours faithfully,

**Mr Stuart Hillary**  
Principal

# ABOUT PARK LANE ACADEMY

## OUR VISION AND VALUES

Our **vision** is to maximise every child's potential to ensure we can say

**“WE GAVE EVERY STUDENT THEIR GCSE PASSPORT TO SUCCESS”**



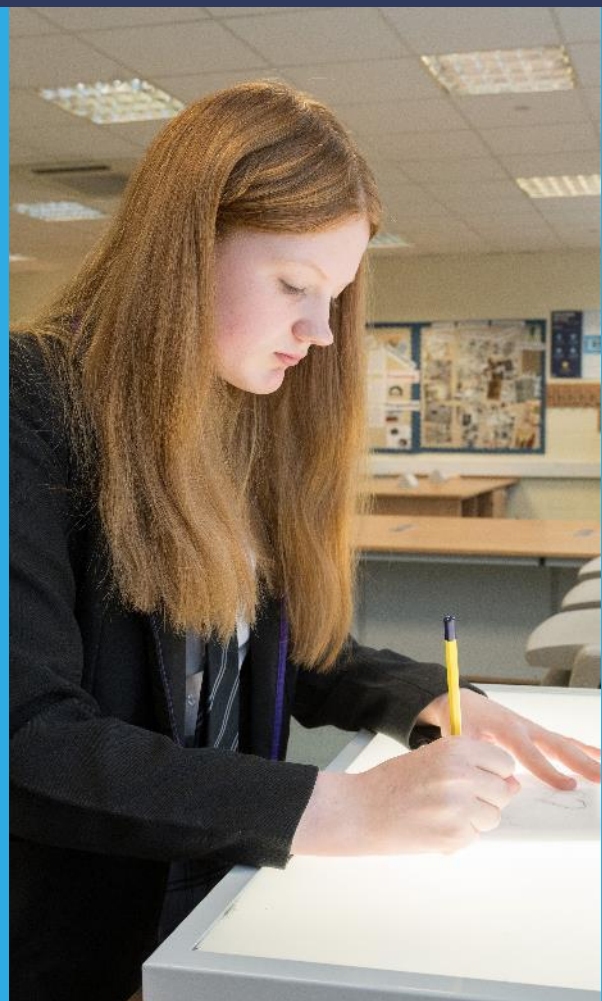
Our core **values** of Respect, Ambition and Pride underpin everything that we do, and we passionately believe that, as educators, we have the power and responsibility to inspire our students to be the best they can be - to enable our learners to pursue their dreams and achieve their passports to success.

## WHY JOIN US

- **Culture:** We are a small school but have the culture of a big family - small school, big family!
- **Relationships:** Positive relationships are at the core of what we do each and every day underpinned by our core values of Respect, Ambition and Pride, creating a positive environment for learning.
- **High expectations:** The Academy has structured routines and high expectations of both staff and students.
- **Equality:** Staff work extremely hard as a team to meet the needs of ALL students.
- **Moral purpose:** We pride ourselves on being non-selective and this reflects our moral purpose and commitment to our local community.
- **Attendance:** Our students enjoy coming to school, attendance is above national average and outcomes have improved year on year.
- **CPD:** We invest in all staff and offer bespoke CPD to provide opportunities for progression
- **Leadership:** Senior leaders are highly visible, supportive and have an open-door policy.



**Video Link**

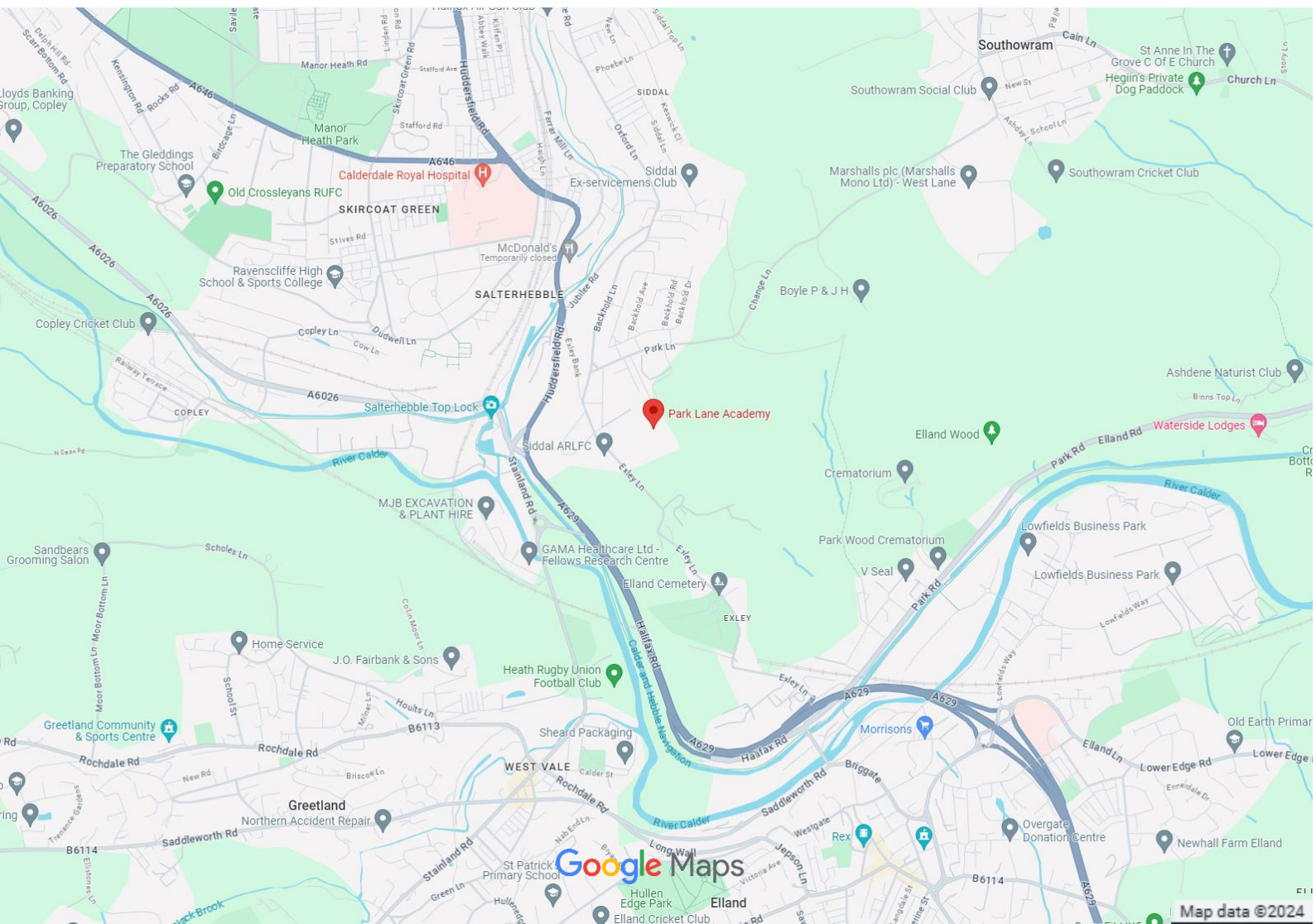


# OVERVIEW OF THE DEPARTMENT:

As a member of our dedicated department, you will play a pivotal role in motivating, empowering and guiding our students to reach their full potential - as well as being part of a forward thinking and innovative team.

If you're enthusiastic about this role, understand our vision, and want to be part of our exceptional Academy, then we would welcome your application.

## HOW TO FIND US



# HOW TO APPLY

- Thank you for taking time to read about the Academy and Trust. If you wish to apply you should;
- Complete the application form fully, via My New Term [www.mynewterm.com](http://www.mynewterm.com) ensuring all details are accurate and all declarations are signed.
- Please ensure you enclose at least two professional referees with one being your current employer and any other employers in the last two years (with email addresses if possible).
- Do not enclose additional CVs.
- Ensure you fully complete the relevant skills and experience section of the form, addressing the key characteristics and experiences outlined in the person specification and the unique contribution that you could make to the future success of our Trust.
- Please ensure that you also include information on how you will develop the role and how your previous experience has equipped you for this.

The Academy is committed to safeguarding and promoting the welfare of all students and staff must share this commitment. Appointment is subject to a satisfactory enhanced Disclosure & Barring Service check and the Academy's Safer Recruitment policy and procedures. Please note two references will be taken up prior to the interview process, please ensure your referees are prepared and aware of your application.



## Student Support Officer including Premises Admin Job Description

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### Grade 4, SCP 7-11

**Contract:**

Permanent Contract

37 hours per week, Monday to Friday

Term time + 5 days

### Purpose of the post

The Student Support Officer role includes acting as lead first aider; ensuring the health and safety of students and staff within the school environment. This role involves providing immediate medical assistance in emergencies, managing first aid training for staff, and managing first aid supplies and equipment. Part of this role will be to manage the school's admissions process and ensure a smooth and efficient enrolment experience for prospective students and their families.

### Key Areas

#### Lead First Aider:

- Serve as the initial point of contact for emergency first aid requests for students, staff, and visitors.
- Manage the safe-keeping and cataloguing of prescribed medications in a locked medical cupboard and be responsible for administering them with parental consent.
- Contact parents/guardians of sick or injured children to inform them and seek guidance on the next course of action.
- Accompany pupils to the hospital when necessary and remain with them until parents arrive.
- Assist in setting up care plans for new pupils, liaising between parents, school, and healthcare professionals.
- Review and update care plans annually or as needed based on changes in a child's health status.
- Meet with pupils returning after injuries that impact mobility, hearing, or sight to produce Personal Emergency Evacuation Plans (PEEPs).
- Conduct risk assessments for students as necessary and implement procedures for support.
- Monitor and track medication, ensuring timely replenishment and removal of expired items.
- Provide medical information for staff when organising school trips, especially for residential and overseas visits.
- Conduct quality control checks of first aid supplies, ensuring adequate levels are maintained and performing half-termly audits of first aid supplies across the school.
- Ensure that defibrillators and Evac chairs are functional and clearly marked for staff and student awareness. Manage the upkeep and servicing.
- Liaise with primary schools to assess students' medical needs pre-transition, seeking advice from health agencies for specific health issues.

#### Student & Parent Support:

- Lend money for bus fares and dinner money, record transactions, and ensure weekly messages are sent to parents regarding recovery of funds.
- Place relevant costs onto Arbor for parents and guardians to access.
- Keep Arbor updated with the students entitled to a FSM and ensure are removed from the list when no longer entitled.

#### Minibus Management:

- Maintain an up-to-date log of minibus keys and list of authorised drivers.
- Arrange and book minibus tests, coordinating with staff for coverage and raising purchase orders (PO).
- Ensure completion of the minibus checklist before and after use.
- Conduct half-termly checks of the minibus to ensure it is roadworthy and safe for use.

### **Premises Administration:**

- Working under direction of the Academy Manager, to submit jobs to the Mitie helpdesk
- To complete and submit small job AVR's to the Mitie helpdesk
- To submit admin days and additional hours requests to Mitie
- To keep the training tracker up to date

### **Data Management:**

- Provide support to the Data Manager when required with sending out reports, timetable changes and any other admin support required.
- Collect and manage student data.
- Enter cover information onto Staff Safe.

### **Hospitality:**

- Manage hospitality supplies, including ordering and stocktaking.
- Manage arrangements for meetings and events, including booking rooms and ordering food.

### **Other Duties:**

- Provide administrative support to the Senior Leadership Team (SLT) as required.
- Assist with school events such as parent evenings, open evenings, and transition days.
- Collect, manage, and maintain accurate student data and records, ensuring compliance with GDPR guidelines.
- Any other duties as advised by the Principal and your Line Manager.

### **Safeguarding:**

- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- Ability to raise the self-esteem and expectations of children and young people.
- Emotional resilience in working with challenging behaviours and attitudes to the use of authority and maintaining discipline.
- Motivation to work with children and young people.

As part of your wider duties and responsibilities you are required to promote and actively support the Trusts 'responsibilities towards safeguarding'. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

### **Arrangements for Appraisal of Performance:**

To be appraised, supported and line managed by the Office Manager.

### **Review Arrangements:**

The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the Trust will expect to revise this job description from time to time and will consult with the postholder at the appropriate time.

### **Signed by:**

Postholder: \_\_\_\_\_

Principal: \_\_\_\_\_

## Person Specification

E = Essential = Desirable

|          |  |   |
|----------|--|---|
| <b>1</b> | <b>Aptitudes</b>   |   |
| 1.1      | To work to high levels of accuracy and confidentiality   | E |
| 1.2      | To take initiative and work independently  | E |
| 1.3      | To prioritise and plan work by setting clear objectives to meet deadlines  | E |
| 1.4      | To work under pressure, with the ability to multitask  | E |
| 1.5      | A commitment to high expectations for all students   | E |
| <b>2</b> | <b>Characteristics</b>   |   |
| 2.1      | Ability to inspire others, and to instil confidence and trust  | E |
| 2.2      | Self-motivated and hard working  | E |
| 2.3      | Sense of humour and optimism   | E |
| 2.4      | Willingness to be flexible and work to meet the best interest of the Academy/Trust   | E |
| 2.5      | Open, honest and approachable  | E |
| <b>3</b> | <b>Skills</b>  |   |
| 3.1      | Highly skilled communicator able to build and maintain strong relationships with staff, students and external agencies           | E |
| 3.2      | A flexible team player   | E |
| 3.3      | Ability to manage and prioritise workload  | E |
| 3.4      | Excellent attention to detail, written and verbal communication  | E |
| 3.5      | Strong ICT skills  | E |
| <b>4</b> | <b>Qualifications and Experience</b>   |   |
| 4.1      | Experience of delivering first aid   | E |
| 4.2      | Knowledge of Health & Safety procedures and risk assessments in a school   |   |
| 4.3      | Awareness of GDPR and confidentiality procedures   | D |
| 4.4      | Fully trained first aider or willing to be trained   | E |
| 4.5      | Experience of working in an educational setting  | E |
| 4.6      | Knowledge of safeguarding procedures   | E |
| 4.7      | Educated to GCSE level grade C or above, including English and Maths, or able to demonstrate equivalent experience at that level | E |
| <b>5</b> | <b>Additional</b>  |   |
| 5.1      | Wiling to undergo an enhanced background check via the Disclosure and Barring Service.   | E |
| 5.2      | Commitment to continuing Professional Development  | E |

# SAFEGUARDING NOTICE

## Important Safeguarding notice/ Statement of Intent

As part of your wider duties and responsibilities you are required to promote and actively support the Trust's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

South Pennine Academies is committed to ensuring a culture of safer recruitment and as part of that implement recruitment procedures that deter, reject or identify people who might abuse children. All Academies across the Trust adopt a consistent and rigorous approach in the recruitment and selection processes, with the aim of ensuring that those recruited are suitable for such an important and responsible role. The purpose of safer recruitment is ultimately to:

- **Deter:** From the beginning of the recruitment process, it is important to send the right message – that the organisation has a rigorous recruitment process and does not tolerate any form of abuse. Wording in adverts and recruitment information must aim to deter potential abusers.
- **Identify and Reject:** It will not always be possible to deter potential abusers. Therefore, careful planning for the interview and selection stage, in terms of asking the right questions, setting appropriate tasks and obtaining the right information can assist in finding out who is suitable for the role and who is not.
- **Induct:** Induction is an essential part of our recruitment process, we ensure that comprehensive induction processes are in place, together with appropriate policies and procedures, raising awareness through staff training and generally developing and maintaining a safe culture within the organization, which will all help to prevent abuse or identify potential abusers. The Academy is committed to safeguarding and promoting the welfare of all students and staff must share this commitment. Appointment is subject to a satisfactory enhanced Disclosure & Barring Service check and the Academy's Safer Recruitment policy and procedures. Please note two references will be taken up prior to the interview process, please ensure your referees are prepared and aware of your application.

The intention of this policy is to ensure that all stages of the recruitment process contain measures to deter, identify, prevent and reject unsuitable people from gaining access to pupils within the organisation. The policy and the practical implementation of recruitment and selection processes also aim to meet all legislative requirements, any statutory or other guidance that may from time to time be issued in order to keep children safe and safer recruitment in education, as well as principles of general good practice.

As part of our shortlisting process, in accordance with KCSIE Guidance, an online search will be completed on all shortlisted candidates.



## Equality

The Board of Trustees and school are committed to a policy of equality and aims to ensure that no employee, job applicant, pupil or other member of the school community is treated less favourably on grounds of sex, race, colour, ethnic or national origin, marital status, age, sexual orientation, disability or religious belief. Any behaviour, comments or attitudes that undermine or threaten an individual's self-esteem on these grounds will not be tolerated.

We aim to provide equal access to high quality educational opportunities and to ensure that everyone feels that they are a valued member of the school community. We seek to provide a safe and happy environment where all can flourish and where cultural diversity is celebrated.

## Disabled applicants

Disabled applicants are guaranteed an interview if they meet the essential requirements of the Personnel Specification. As an equal rights employer our school is committed to make any necessary reasonable adjustments to the selection process, the job role and the working environment that would enable access to employment opportunities for disabled people. Where a disabled applicant is being assessed the selection panel's decisions will be based on an assessment of that person's expected capabilities once reasonable adjustments have been made.

## Privacy notice

Our school aims to ensure that all personal data collected about staff, pupils, parents, governors, visitors and other individuals is collected, stored and processed in accordance with the General Data Protection Regulation (GDPR) (EU 2016/679) and the provisions of the Data Protection Act 2018 (DPA 2018). This policy applies to all personal data, regardless of whether it is in paper or electronic format. For further information please see the full privacy policy on our school website.



Respect | Ambition | Pride

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Telephone: 01422 362215,  
Email: [admin@parklane.spacademies.org](mailto:admin@parklane.spacademies.org)  
Website: [parklane.org.uk](http://parklane.org.uk)



## PARTNERS OF THE SPA TRUST

**South Pennine Academies is a charitable multi academy trust established in 2012. We currently work with eleven primary and secondary converter and sponsored academies located in Calderdale, Kirklees and Oldham. The Trust also operates Huddersfield Horizon SCITT, rated a good ITT provider by Ofsted.**

The team at South Pennine Academies are committed to delivering school improvement through the development of effective partnerships with our academies, the communities we serve and external organisations. Our academies are an integral part of their local communities. We value the diversity and distinctive opportunities that working within our local communities brings. Development of local solutions to meet local needs is a key aspect of our work.

### BENEFITS OF JOINING THE TRUST:

- **Professional Development** - The Trust is committed to developing all staff within their roles and creating continued fantastic opportunities for further career progression.
- **Pension** – Every employee of South Pennine Academies has access to the Teachers' Pension Scheme or the Local Government Pension Scheme.
- **Wellbeing Benefits** – Through our wellbeing provider, Smart Clinic, staff can access a number of generous wellbeing benefits including physiotherapy, 24-hour GP helpline, cancer support, stress counselling support and weight management.
- **Free Will Writing service** – Provided via solicitors Dunham McCarthy – a free and completely confidential service for all SPA employees. The free service is provided remotely, either by telephone or video call, at a time to suit you. You will have an adviser to help you complete each step from start to finish.
- **Cycle to Work Scheme** – The Trust has registered to join this scheme as a provider for staff to be able to take advantage of the salary sacrifice tax-relief arrangement. For more information, eligibility criteria and details of how to apply, please contact the central HR team.
- **Annual Flu Vaccinations** – Annual Flu vaccinations offered to staff either by visit from nurse on site or via vouchers, accepted at various GP surgeries or pharmacies.
- **Flexible Days** – Our Trust is trialing a Scheme which allows all staff up to 2 days paid time off during term time for life events.



# PARK LANE ACADEMY

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Respect | Ambition | Pride

