

Admin Assistant (Medical & First Aid Responsibility)

APPLICATION PACK



Deadline: 25th September 2026 at 12pm

Dear Colleague

Thank you for your interest in Edgar Wood Academy.

Edgar Wood Academy opened its doors in 2021 after being commissioned by the DfE to serve the community of Middleton and Heywood. Helping our students realise their potential lies at the heart of everything we do by adhering to our values of Resilience, Empathy, Responsibility and Respect.

We are proud to be part of Altus Education Partnership Trust and are driven to fulfil our mission and vision:

OUR MISSION

To advance education in the borough of Rochdale and its surrounds so that young people lead happy and fulfilling lives and make positive differences to their communities and society.

OUR VISION

To create an inclusive and cohesive system of education in the area that improves the lives of everyone in the borough

Our staff are integral to realising our Vision and Mission, and therefore it is my aim as headteacher to ensure that we work as a team, look after each other, and ensure that Edgar Wood is a fulfilling place to work. Edgar Wood staff are a wonderful team and in any new additions we are looking for colleagues who will help us to make a positive difference to the lives of young people in the borough. In return, we promise a supportive and enjoyable working environment, and the resources needed to carry out the role to the highest standards. **Our last staff survey showed that 95% of staff are proud to be part of our school, and 93% enjoy working here.** Relationships are at the heart of everything we do, and our latest Ofsted outcome that we are so proud of quotes pupils as saying '***the best thing about the school is the staff***' (June 26)

Should you decide to apply to Edgar Wood it is important that you know that this is the right place to take the next step in your career, and therefore visits to our academy prior to application are encouraged.

I am incredibly excited and privileged to be the Headteacher at Edgar Wood Academy and together, we will work hard to ensure that we deliver a world-class education to the students and community we are proud to serve.

Yours sincerely

A handwritten signature in brown ink that reads "Paul Jones".

Paul Jones
Headteacher

Making your application

I hope that when you read this pack you are inspired to apply for the post.

Application

- To apply, please visit our website and apply through **My New Term**.
- Our website: [Our Vacancies - Altus Education Partnership](#)
- Provide a supporting statement of no more than two sides of A4, addressing the criteria in the person specification.

Deadline

The deadline for the post is **25th September 2026** (to arrive no later than 12.00 midday).

Interviews are to be held week commencing 5th October 2026.

Shortlisting

We will unfortunately be unable to notify candidates who are not on the shortlist; therefore, if you have not heard from us your application has been unsuccessful on this occasion.

Salary

The post will be paid on the School Support pay spine, Scale Point 7 – 11. For term-time only plus 4 weeks, this is currently £25,981- £27,693 per annum.

Start Date

As soon as possible

For an Application Pack

1. Visit www.altusep.com
2. Contact Sophie Bailey – HR Officer: recruitment@altusep.com
3. Telephone 01706 769999

Reward Package & Additional Benefits

We offer a comprehensive package, including membership of our outstanding Teachers' Pension Scheme; our 'Employee Benefits Programme' which provides a range of options including:

- Our Cycle to Work Salary Sacrifice Scheme
- Free access to Employee Assistance Programme, offering guidance, support and counselling on a range of subjects
- Generous holiday entitlement

Altus Education Partnership is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. This position is subject to an Enhanced DBS check under the Rehabilitation of Offenders Act 1974. In accordance with the recommendations set out in KCSIE the Trust carries out online searches on shortlisted candidates. It is also Trust policy to contact at least 1 reference prior to interview.

Background Information

Edgar Wood Academy

Edgar Wood Academy is an 11-16 year old state-funded secondary school. Working closely with Rochdale Borough Council to meet the estimated shortfall of secondary school places, we opened our doors to welcome year 7 children from the areas of Middleton and Heywood in September 2021.

From September 2022, students at Edgar Wood Academy were the first to experience our new school building on Heywood Old Road, Heywood, with its modern state-of-the-art facilities, designed to allow them to flourish academically, culturally and artistically.

Altus Education Partnership

Altus Education Partnership is a Multi Academy Trust and was established in 2017 through Rochdale Sixth Form College, an Ofsted Outstanding provider, and grew from the Trust's desire to improve education in the borough of Rochdale as a whole.

The Trust currently comprises five academies, including ourselves. The other four academies are:

- **Rochdale Sixth Form College**, opened in 2010 to address the significant underachievement in A level performance in the borough. Since then, it has dramatically raised achievement in the area and is recognised nationally as a centre of excellence. The College is Ofsted Outstanding, Sixth Form College of the Year 2021, and regularly ranks among the highest performing colleges in the country in both the DfE's Performance Tables and the National Achievement Rate Tables.
- **Kingsway Park High School** is an Ofsted-rated Good school with a strong track record of providing students with an excellent education. The Academy recently benefitted from a new teaching block, which opened in late 2024.
- **Bamford Academy** is an Ofsted-rated Good primary school providing a caring and nurturing environment. It is a popular first choice for many families in the area.
- **Caldershaw Primary School** joined the Trust on 1 July 2025. It is Ofsted Outstanding and one of the most oversubscribed primary schools in Greater Manchester.

Altus is on the cusp of further growth, with three additional schools currently considering academisation in the autumn term.

We also benefit from strong local partnerships. Most notably, and uniquely within the post-16 sector, Altus has a Memorandum of Understanding with Hopwood Hall College, coordinating curriculum and supporting seamless transition for students into post-16 education.

Role Description

Job Title:	Admin Assistant – Medical and First Aid
Reports to:	Office and Exams Supervisor
Contract:	Permanent – Term-time Plus 4 Weeks (215 days/43 weeks) – 37 hours per week
Salary:	School Support pay spine, Scale Point 7 – 11. For term-time only plus 4 weeks, this is currently £25,981 - £27,693 per annum.
Start Date:	As soon as possible

Overall Purpose of the Post

- To provide general and medical administrative support to the school, coordinating and monitoring administrative processes relating to medical provision, first aid and health-related compliance, working alongside the wider first aid team to support the school's arrangements for student and staff welfare.
- To assist in the efficient running of the school office under the direction of the Office and Exams Supervisor.
- To act as an ambassador for the school, welcoming visitors and serving as the first point of contact both in person and over the telephone.
- To contribute to the overall vision and ethos of the school, ensuring high standards of care, safety and service for students, staff and visitors.
- To provide flexible administrative support across all areas of the school office and undertake other duties expected within a secondary school administration team.

Key Responsibilities

Medical & First Aid Administration (Key Focus)

- Alongside other members of first aid trained staff, act as a designated first aider, providing immediate care and support to students, staff and visitors in line with school policy.
- Alongside other members of first aid trained staff, maintain, monitor and restock first aid kits and medical room supplies, ensuring readiness at all times.
- Act as an initial point of contact within the school office for students, staff and visitors requiring first aid or medication support, referring matters to the appropriate trained first aider or member of staff as required.
- Alongside other members of staff, safely administer medication to students in accordance with school policies and individual healthcare plans.
- Maintain and monitor medical records, medication logs and incident records through Every, producing information and highlighting trends, concerns or compliance issues to relevant leaders where appropriate.
- Alongside other members of non-teaching staff, support the review and implementation of Individual Healthcare Plans (IHPs).
- Review educational visits and trips to help ensure appropriate first aid provision and documentation are in place.
- Support the coordination and monitoring of first aid provision across the school, including oversight of first aider coverage, training records and associated documentation.
- Support compliance with health and safety legislation, first aid standards and school policies through

effective administration, monitoring and record-keeping processes.

Administrative Duties

- Undertake general administrative tasks including typing, photocopying, scanning, filing and correspondence.
- Maintain accurate paper and electronic records using school systems.
- Raise purchase requisitions, maintain stock levels and process deliveries.
- Process invoices and liaise with finance staff, parents and external agencies where required.
- Support the administration and organisation of school events, parents' evenings, educational visits and enrichment activities.
- Maintain diaries, arrange meetings and take minutes when required.
- Assist with student records, attendance administration and general school office functions.
- Support examinations administration and related processes as directed by the Office and Exams Supervisor.
- Ensure compliance with safeguarding, confidentiality, health and safety and data protection requirements.

Reception Duties

- Provide a professional and welcoming reception service to all visitors.
- Handle telephone, email and face-to-face enquiries efficiently and courteously.
- Manage incoming and outgoing post.
- Follow safeguarding and security procedures, including visitor sign-in processes and ID badge management.
- Welcome supply staff and ensure the required recruitment and safeguarding checks have been completed.
- Provide hospitality arrangements for visitors and meetings as required.
- Maintain confidentiality and professionalism at all times.

Fire Warden Responsibilities

- Act as a designated Fire Warden for the school, undertaking relevant training and maintaining knowledge of fire safety procedures.
- Assist with the safe evacuation of staff, students and visitors during fire alarms and emergency situations.
- Support the monitoring of fire safety arrangements, reporting hazards, defects or concerns to the appropriate manager.
- Participate in fire drills and assist in reviewing evacuation procedures where required.
- Carry out periodic checks of designated areas, ensuring escape routes and fire exits remain unobstructed.
- Maintain appropriate records relating to fire safety checks and training, where required.

Training and Development

- Complete all mandatory training including safeguarding, health and safety, data protection and first aid.
- Undertake training in school systems such as Arbor, CPOMS, finance systems, visitor management systems and other software used by the school.
- Participate in ongoing professional development opportunities.

Additional Duties and Responsibilities

- Uphold and promote the vision, values and aims of the school.
- Model professional behaviour and contribute to a positive office environment.
- Support equality, diversity and inclusion across the school.
- Attend meetings, training sessions and other relevant events.
- Work collaboratively with colleagues to ensure the efficient operation of the school office.

- Undertake any other reasonable duties commensurate with the grade of the post as directed by the Office and Exams Supervisor, Systems and Operations Manager, or Senior Leadership Team.

Safeguarding

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful applicant will be required to undertake an Enhanced DBS check and comply with all safeguarding, child protection and safer recruitment procedures.

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading. The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

Person Specification

		Assessed by:		
No.	CATEGORIES	Essential/ Desirable	App Form	Interview
QUALIFICATIONS				
1.	GCSE English and Maths at Grade 4/C or above (or equivalent qualification)	E	√	√
2.	Relevant administrative qualification (e.g. Business Administration) or equivalent administrative experience	E	√	√
3.	First Aid qualification or willingness to undertake training	E	√	√
4.	Administering Medication training or willingness to undertake training	E	√	√
5.	Fire Warden Trained or willingness to undertake training	E	√	√
6.	Training in school management systems (e.g. Arbor, SIMS, Bromcom)	D	√	√
EXPERIENCE				
7.	Experience of working in an administrative, reception or customer service role	E	√	√
8.	Experience of maintaining accurate records and databases.	E	√	√
9.	Experience of managing confidential and sensitive information appropriately.	E	√	√
10.	Experience of dealing with telephone, email and face-to-face enquiries professionally.	E	√	√
11.	Experience of using Microsoft Office applications, including Word, Excel and Outlook.	E	√	√
12.	Experience of working in a school, healthcare, public sector or similar environment.	D	√	√
13.	Experience of supporting first aid, welfare or medical provision.	D	√	√
14.	Experience of maintaining health records or administering medication.	D	√	√
15.	Experience of using school management information systems and safeguarding platforms (e.g.	D	√	√
16.	Experience of supporting school events, educational visits or trips.	D	√	√
17.	Experience of processing orders, invoices or stock control.	D	√	√
ABILITIES, SKILLS AND KNOWLEDGE				
18.	Knowledge of first aid procedures or willingness to develop knowledge through training.	E	√	√
19.	Ability to maintain accurate records and documentation.	E	√	√
20.	Excellent organisational and time management skills.	E	√	√

21.	Ability to prioritise competing demands and meet deadlines.	E	√	√
22.	Strong verbal and written communication skills.	E	√	√
23.	Ability to provide a professional, welcoming and responsive service to students, staff, parents and visitors.	E	√	√
24.	Ability to remain calm and professional in emergency or high-pressure situations.	E	√	√
25.	Strong attention to detail and accuracy.	E	√	√
26.	Ability to work independently and use initiative appropriately.	E	√	√
27.	Ability to work collaboratively as part of a team.	E	√	√
28.	Understanding of safeguarding responsibilities within an educational setting.	E	√	√
29.	Understanding of confidentiality and data protection requirements.	E	√	√
30.	Understanding of risk assessments relating to student welfare, first aid or educational visits.	D	√	√
31.	Knowledge of school policies relating to welfare, attendance and safeguarding.	D	√	√
32.	Knowledge of GDPR and information management requirements.	D	√	√
PERSONAL CHARACTERISTICS				
33.	Professional, approachable and welcoming manner.	E	√	√
34.	Commitment to providing excellent customer service.	E	√	√
35.	Discretion and integrity when handling sensitive information.	E	√	√
36.	Positive and proactive approach to work.	E	√	√
37.	Flexible and adaptable in responding to changing priorities.	E	√	√
38.	Commitment to equality, diversity and inclusion.	E	√	√
39.	Commitment to safeguarding and promoting the welfare of children and young people.	E	√	√
40.	Commitment to continuous professional development.	E	√	√
41.	Commitment to the school's vision, values and ethos.	E	√	√



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