



ATHENA

LEARNING TRUST

**School Administrator - First Aid
& Work Experience**

Applicant Pack

Closing date:

21st July 2026

Interview date:

22nd July 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:

School Administrator -
First Aid & Work
Experience

School Base:

The Ilfracombe
Academy

Closing Date:

21/07/2026

Interview Date:

22/07/2026

Vacancy Start Date:

September 2026

Contract Type:

Permanent

Salary:

£13.98 - £15.91



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

Support

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

Flexibility

flexible working to promote work-life balance where possible



Role Summary

To provide an effective contribution to the delivery of a high-quality, professional, flexible, and efficient First Aid provision and Careers Administration. This role requires looking after all aspects relating to first aid, vaccination visits, and the care of pupils and staff with medical conditions, including administering front-line first aid. Additionally, the position involves administrative duties in support of Careers, Work Experience, Outreach Programme and wider school administration, requiring a highly flexible, adaptable, and varied approach.

A young woman with long brown hair is playing a cello. She is looking down at the instrument with a focused expression. The cello is a warm, orange-brown color. The background is dark and out of focus.

What you will be doing

Build Knowledge

- Learn and master school administration data systems (e.g. Bromcom) to execute routine administrative support, data entry, and data extraction.
- Maintain accurate, up-to-date electronic and paper tracking of school accident records, first aid logs, student data (including medical conditions and allergies), and staff first aid qualification expiry dates.
- Develop a thorough understanding of GDPR compliance, Health & Safety mandates, and Safeguarding guidelines (Keeping Children Safe in Education) across all first aid and work placement processes.
- Keep fully informed on current work experience processes, permission forms, documentation standards, and student information packs.

Build Trust

- Act as the trusted, friendly, and professional first point of contact for parents/carers, colleagues, external agencies, and business employers contacting the school.
- Look after pupils, staff, and visitors requiring first aid with absolute care, sensitivity, and clinical confidentiality.
- Work closely and transparently with the Careers Lead, Pastoral Coordinators, and Office Manager to maintain records, coordinate staff training and manage the first aid rota.
- Securely check, manage, and archive required parental permission documentation and placement compliance forms.

Prioritisation

- Manage a varied, fast-paced workload across medical response, work placements, and general reception/school cover by multi-tasking effectively.
- Prioritise and execute regular stock audits of all school first aid boxes (including trip kits), ensuring timely reordering so that adequate emergency resources are constantly available.
- Keep daily data records and medical board tracking updated in real time to ensure critical safety information is immediate.
- Effectively schedule and coordinate immunisation sessions, venue bookings, equipment configurations, and hospitality requirements.

Clarity and Energy

- Communicate with absolute confidence, fluency, and clarity (both spoken and written English) with young people, parents, and professional partners.
- Bring a proactive, energetic, self-motivating, and solution-focused approach to daily duties and unexpected pressures.
- Maintain vibrant, clear, and up-to-date informational noticeboards relating to student work experience and careers opportunities.
- Provide a calm, resilient, welcoming presence on school reception to seamlessly manage incoming phone calls and physical visitors.

Follow Up

- Take ultimate accountability for answering, managing, and fully resolving all telephone and email enquiries from parents/carers and local businesses.
- Diligently receive and pass on details between parents/carers, teachers, and Heads of Year regarding specific student needs or work placement issues.
- Regularly liaise with the Office Manager to check and follow up on the backup rota for secondary first aid coverage.
- Continuously verify information records, ensuring missing forms or equipment maintenance needs are caught and fixed promptly.

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

Desirable

- A current, valid full 3-day First Aid at Work Certificate or equivalent (though training will be provided to the right candidate).

Experience

- Excellent communication skills, both oral and written
- Competent use of IT equipment and systems and practical experience of Microsoft Office Suites (work, excel and powerpoint), Google, etc
- Strong organisational and time management skills
- High level of accuracy and attention to detail
- Ability to problem solve and adapt to evolving priorities and schedules
- Ability to manage multiple tasks, set priorities and meet deadlines
- Ability to work alone and as part of a collaborative team

Desirable

- Relevant experience in an educational setting
- Prior familiarity with school administration systems, procedures, and data environments.

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.