



Lead First Aider & Trips Coordinator

Required for September 2026 or as soon as thereafter.

As our Lead First Aid/Trips Co-ordinator, you will play a crucial role in ensuring the safety and wellbeing of students, staff, and visitors.

You will take responsibility for the all aspects of the school's first aid provision, respond to medical incidents, and ensure that all off-site visits and trips are thoroughly planned and compliant with legal and policy requirements.

This varied and rewarding role is perfect for someone with excellent organisational skills, a calm approach, and a passion for supporting young people.

The successful candidate will be efficient and organised, have strong interpersonal skills, an ability to work under own initiative, and proven experience of high-level administration. Experience with school first aid or medical background would be beneficial.

Working Hours:

This appointment is for 37 hours per week, Term Time plus 2 weeks.

Monday -Thursday: 8.30 am – 4.30 pm

Friday: 8.30am –4 pm

A job share considered for suitable candidates.

Salary:

Salary is paid at Grade 8, NJC SCP points 19 - 24,
actual salary is £28,158 - £31,101 per annum (FTE £32,061 - £35,412).

Benefits:

- Employer Pension contribution of 22% meaning we will save together for your retirement.
- Life Assurance
- Occupational Sick pay protecting you and your family.
- Over 250 employee exclusive benefits through our partners Perkbox.
- Employee Assistance Programme available 24/7
- On-site flu vaccinations every Autumn
- Free on-site car parking
- On-site nursery

For more information, please contact recruitment@jha.keystrust.org

The Governing Body of Jack Hunt Academy is committed to safeguarding and promoting the welfare of children and young people.

Closing date: 31 August 2026 at 9.00am

Applications will be reviewed as they are received, and suitable candidates invited for interview. We reserve the right to withdraw this advert should a suitable candidate be appointed.