



FIVE ACRES HIGH SCHOOL

RECRUITMENT PACK



Proud to be part of the
GREENSHAW
LEARNING TRUST

Five Acres High School,
Beech Avenue,
Coleford,
Gloucestershire GL16 7QW

Telephone: 01594 832263

Email: admin@5acreshighschool.co.uk



Dear candidate

Thank you for your interest in the role of **Lead First Aider** at **Five Acres High School**. We are looking for a committed individual who is passionate about education and invested in supporting our students to be as successful as possible. This is an excellent opportunity to join a successful forward-looking school set in a dynamic community.

Five Acres High School is one of the top 3.5% of schools nationally (2024) for progress and was recently rated Exceptional Standard for Personal Development and Strong Standard for all other categories by OFSTED. Our world class school quality mark and school of character kitemark are further evidence that this is a great school to be a part of. This is a school that will give you an opportunity to demonstrate you are remarkable. Our values are ambition, confidence, creativity, determination and respect and we pride ourselves on ensuring students work towards our mission which is to encourage students to gain a sense of purpose, meaning and belonging by 'Aiming High, Working Hard and Being Kind'.

We are proud members of the Greenshaw Learning Trust, a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing our own distinctive character.

The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for students. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

As one of the highest performing multi-academy trusts in the country, we currently have Primary and Secondary schools across South London, Berkshire, Surrey, Gloucestershire and South Gloucestershire, and Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

We strive to be an inclusive and diverse employer and we encourage applications from underrepresented demographics. We recognise the need to achieve a good work-life balance and encourage discussions regarding flexible working across our schools and Shared Service teams. We aim to create the conditions under which our colleagues are able to thrive and to deliver exceptional work for the young people and communities which we serve. To get a feel of life at Greenshaw Learning Trust, please download our 'Why you should work for GLT' recruitment brochure on our jobs portal.

Five Acres High School is committed to safeguarding and promoting the welfare of children and young people, therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

The school website provides a clear picture of our aspirations and our vision: however, please do not hesitate to contact us to seek further information from our School HR Manager, Dawn Pearce, dpearse@5acreshighschool.co.uk.

We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.

A handwritten signature in black ink, appearing to read 'S. Phelps', on a light grey rectangular background.

Yours sincerely,

Simon Phelps, Headteacher

ABOUT OUR SCHOOL

At Five Acres High School, we have built our ethos on a strong set of core values which underpin everything that we do. Our aim is to give students at Five Acres a better chance of success than if they attended any other school in the country.

Ambition, excellence and pride run through all aspects of school life.

Our school maintains high expectations, with a strong focus on staff development and strong behavioural expectations and routines embedded within the school. This allows teachers to focus on planning and delivering excellent lessons which enable all students to make progress and feel successful. Our school is focused on enabling students to develop into well-rounded young adults who are instilled with the school's core values of ambition, determination, respect, creativity and confidence. We are able to achieve this through our Character Education programme as well as our embedded practices such as our reading programme and knowledge rich curriculum.

Ambition

We have a strong desire and determination to achieve success. We believe there are no limits to what can be achieved. We do what it takes for as long as it takes. In other words, we go for it every day!

Excellence

We strive for greatness in everything we set our minds to. We endeavour to do our very best and excel in all aspects of school life.

Pride

We are 'fiercely' proud of ourselves, our school, our community and our Trust. We hold our heads high and feel a sense of togetherness and joy in our school.

Department/team information

We currently have a team of 15 first aid-trained members of staff, including teaching and support staff. The Lead First Aider will work alongside this team to provide first aid support to students and staff. They will also work alongside the pastoral team and Health and Safety lead to update students' medical records, share information with the appropriate members of staff and liaise with parents/carers to manage Individual Health Care Plans and record updates/change to students' medical information.

Training will be provided on our communication system, Bromcom, and on the school's reporting systems to ensure that accurate records of medical events are recorded. We are a Google school so work collaboratively using Google programmes such as Google docs, Google sheets and shared drives.

During periods where first aid is not needed, you will be required to support administrative tasks as directed by the admin team and/or support the attendance team to make calls regarding student attendance.

TERMS AND CONDITIONS

CONTRACT

Permanent

SALARY

- Salary calculated in line with support pay scale, points 06-12, £25,989 - £28,598 per annum (£23,506-£25,866 per annum pro-rated). Starting salary and pay points will be aligned with relevant regional NJC spine on appointment, dependent on the location of the postholder.

HOURS OF WORK

Hours will be worked Monday to Friday, 8.00am - 4.00pm. You will work 36 hours per week, during term time (38 weeks) plus 1 week of inset days and 2 additional weeks (72 hours) during non term time. This is to ensure first aid support is readily available for students and staff during specific times such as revision sessions. Your factor of working weeks will be 47.161.

PLACE OF WORK

Five Acres High School, Beech Avenue, Coleford, Gloucestershire GL16 7QW.

PENSION SCHEME

- Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme (LGPS) or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: <https://www.lgpsmember.org>
- GLT will recognise continuous local government service for redundancy purposes in line with the Redundancy Payments (Continuity of Employment in Local Government, etc) (Modification) Order 1999.

HOLIDAY ENTITLEMENT

- The postholder will be paid an enhancement for holiday pay, which is included in the salary details above

PROBATION PERIOD

New employees are required to complete a six-month probationary period.

STATUTORY CHECKS

All employment offers are made subject to checks in line with Government guidance (some of which are dependent upon the role/individual). These include: online checks, evidence of identity and right to work in the UK, an enhanced Disclosure and Barring Service check, overseas criminal record check if the successful candidate has worked or resided overseas in the last five years, confirmation of a satisfactory medical report, satisfactory references, evidence of qualifications, DfE teaching/management barred list check.

JOB DESCRIPTION

Post:	First Aid Lead
Responsible to:	Office Manager
Responsible for:	N/A

ROLE OVERVIEW

The First Aid team plays an important part in supporting and safeguarding our students. This role will have day-to-day responsibility for overseeing and managing the health care needs of students within the school. You will deal with any first aid incidents quickly and effectively ensuring that you utilise other resources available to you as and when needed.

The role will involve liaison with students, parents, school staff and other health care professionals to communicate and arrange a high standard of service.

At times when first aid is quieter, you will be required to carry out other tasks around the school to utilise the skills set of the individual such as working alongside the admin team, or attendance team.

MAIN DUTIES AND RESPONSIBILITIES

- Being the main point of contact for all instances that arise in school for students, staff and visitors requiring first aid assistance. Ensure the safe storage of student medication.
- Provide Medical/First Aid to students
- Responsibility for the provision of First Aid supplies throughout the school; monitoring of the use and reliability of any supplies/equipment.
- Liaising with the school immunisation team with regards to immunisations and medicals etc, including parent communications for consent and organising and overseeing the in-school sessions..
- Overseeing the maintenance of confidential student medical records in line with GDPR
- Ensuring Health Care Plans (HCP) that are received are updated for all relevant students, involving attending and participating in meetings as required.
- Producing reports from our system to ensure and monitor accurate recording of data.
- Overseeing the first aid arrangements for any emergency transport to hospital, accompanying members of the school if necessary. Ensuring immediate liaison with parents/carers; follow up of such cases after referral to hospital as required.
- Provide support at school visits and wider school experiences (including driving the minibus as and when needed - MIDAS training will be required).
- Being responsible for keeping up to date with the requirements of the role, by attending appropriate INSET and meetings and keeping abreast of changes in legislation to include potential outbreaks of infection/illness.
- Format letters/documents to ensure consistency with all communications
- Handle difficult situations and issues with sensitivity and calm, ensuring you are always aware of the safeguarding of pupils, data protection issues and the need for strict confidentiality at all times. Reporting any concerns to the appropriate person

- Be trained and proficient to offer medical/first aid provision on a day-to-day basis at school.
- Ensure all appropriate information and communications are disseminated to appropriate staff
- At times when first aid is not required you will be directed to support administrative tasks.

STAFF DEVELOPMENT

- To continue personal development in the relevant areas, including subject knowledge and teaching methods.
- To engage actively in the Performance Management process.
- To participate in whole school professional learning programmes.
- To take part in the staff development programme by participating in arrangements for further training and professional development.

SAFEGUARDING

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding Policy within the school.
- Comply with the school's Safeguarding Policy to ensure the welfare of children and young persons.
- Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

The duties and responsibilities in this job description are not restrictive and you may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

PERSON SPECIFICATION

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples, within their application.

	Essential	Desirable
Qualifications and training		
A good relevant education to GCSE level	x	
A recognized first aid at work qualification	x	
Willing to complete Minibus Driver Awareness Scheme (MIDAS) training	x	
Previous experience of working in a role involving first aid delivery and training		x
Further qualifications or training relevant to the role		x
Evidence of wider professional development		x
Skills and experience		
Previous experience of demonstrating strong organisational skills	x	
Ability to maintain confidentiality and deal sensitively with related issues/individuals with tact, diplomacy and discretion	x	
Good interpersonal skills with both adults and children both written and verbal	x	
Be dependable, able to follow instructions and respond to management directions.	x	
Experience of using Information Technology.	x	
Ability to work quickly, methodically and accurately under pressure and act flexibly to support others and respond to unplanned situations	x	
Efficient, accurate and excellent attention to detail	x	
Previous experience of working with children in an educational setting.		x
Experience of using Bromcom (School Information System)		x
Personal attributes		
Have a willingness to extend skills through appropriate training.	x	
A passion and desire to drive things forward.	x	
Commitment to working within the School's Safeguarding Policy and Procedures.	x	
High levels of professional integrity, energy and enthusiasm	x	

	Essential	Desirable
Qualifications and training		
A good relevant education to GCSE level	x	
A recognized first aid at work qualification	x	
Flexibility to undertake any role within the department	x	
Commitment to high standards and expectations	x	
An ability to quickly adapt to changes	x	

THE RECRUITMENT PROCESS

APPLICATION

To apply for a vacancy, please register for an online account and complete the online application form on the GLT website. In the application form you should demonstrate how you meet the requirements set out in the person specification. Include specific examples which support your application. You will have the opportunity to upload additional documents in support of your application if required.

Please ensure you enter your correct email address when registering for your online account. This is the email address we will use to contact you about your application.

Applications must be received no later than 11.59pm on 31 August 2026. Applications received after this date will not be considered. We reserve the right to interview candidates as applications are received and close the advert prior to the closing date should an appointment be made.

INTERVIEW PROCESS

Interviews to take place w/c 7 September. Shortlisted applicants will be invited by email to attend an interview. References may be taken up after shortlisting. Please indicate on your application form if you are happy for us to do so. As part of your interview, you may be asked to undertake a practical test related to the knowledge and abilities in the person specification.

TAKING UP POST

The successful applicant will take up post as soon as possible following the completion of all safer recruitment checks.



GREENSHAW
LEARNING TRUST



ORU Sutton,
7 Throwley Way,
Sutton SM1 4AF



020 3988 0218



info@greenshawlearningtrust.co.uk



www.greenshawlearningtrust.co.uk



Beech Avenue,
Coleford,
Gloucestershire GL16 7QW



01594 832263



admin@5acreshighschool.co.uk



www.5acreshighschool.co.uk