



# **Abbey College**

## **First Aid Lead and Medical Administrator Recruitment Pack**



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## About Abbey College, Ramsey



### Principal: Mr Andy Christoforou

At Abbey College, Ramsey, we believe in workplace, where your growth, both personally and professionally, is paramount.

We're committed to your development and offer an extensive programme of CPD and development activities.

We've earned the underlining our commitment to excellence and offering exceptional frameworks that support our teachers in their early years.

We know that our children at school. Our mission is to provide high-quality education and ensure the best possible opportunities for our students.

At the core of our community lies our Spirit; a dynamic set of virtues that define who we are and how we thrive together. We invite every member of our school community to work towards these values.

Students are recognised and rewarded when they demonstrate the virtues, both within the wider school and in the community.

Throughout Key Stage 3, students have the opportunity to earn bronze, silver, and gold awards. You have the chance to impart these values, ensuring our students wear their badges with pride when receiving them.



Valuing People



High Quality  
Learning  
Environment



Pursuit of  
Excellence



Extending the  
Boundaries of  
Learning



Achievement  
for all

## A Brief History

Meridian Trust, formerly known as Cambridge Meridian Academies Trust (CMAT), is a values-led Trust and has risen to be one of the highest performing academy groups in the country. Our Trust was first formed as an educational trust to create a federation of schools in 2006 with a desire to provide high quality and dynamic education for everyone, right in the heart of our community. Through various government policies, our commitment to collaboration has remained consistent.

Meridian Trust was formed in 2011 to deliver more widely on that clear vision to provide high quality and dynamic education for all at the heart of the communities we serve. Our steady growth since then reflects our commitment to the communities we serve and our track record of success. The period since 2018 has seen an increase in speed of growth as many long term projects matured and our relationship with Sharnbrook Academy Federation emerged.

Our Trust currently consists of 36 schools, 19 primary schools, 13 secondary schools, 3 special schools and 1 all-through. The secondary schools include a University Technology College, an Upper School, four 11-16 schools and six 11-18 schools. We also have 2 new secondary free schools in development. All within 20 miles of Cambridge and Peterborough and the main communication routes between. We merged with Cambridge Primary Education Trust to become the Meridian Trust in April 2022. In addition to operating schools, we are the home of the Cambridgeshire and Peterborough Teaching School Hub, and

train more than 150 new teachers each year through Meridian Trust ITT. We retain a strong commitment to growing and supporting staff throughout their training and career development. We have a proven track record of school improvement and transforming the lives of children and young people over the last 10 years.

Students thrive in Meridian Trust academies as a result of the implementation of our values, our successful and proven systems and our commitment to valuing people. We are among the highest performing multi-academy trusts in the country for student progress. Our academies are well-run and our staff benefit from excellent access to professional development.

Our commitment to the education system goes beyond just our own academies. We operate 'The Cambridge Partnership', one of the largest initial teacher training providers in the country which has recently merged with the SAF ITT, and 'Leadership East' these further strengthen our capacity and commitment to professional development. We also provide support through various SLAs to a number of other trusts and academies.

As a strong, regional multi-academy trust we currently operate schools across Bedfordshire, Cambridgeshire, Lincolnshire, Peterborough, and Northamptonshire. We are proud to have strong partnerships within all these communities.



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## Trust Vision, Mission and Values

### Our values and who we are:

Meridian Trust is a successful multi-academy trust founded on its commitment to people and communities.

Our proven approach over more than a decade has elevated us to a respected and admired academy trust, a national leader in education and a source of great pride to the communities we serve.

Every child is known, equally valued and supported to achieve their potential in all our academies. Every community we serve benefits from the facilities and services we provide.

Our staff benefit from strong networks, excellent career opportunities and a human approach where they are equally valued and supported.

We ensure that well-run schools retain and develop their distinct contextual identity, while sharing and contributing to Meridian Trust values, practices, curriculum approaches and operational systems.

### Our Vision:

High-quality educational provision for all at the heart of local communities.

### Our Mission:

To deliver, promote and inspire high quality educational provision in schools at the heart of their local communities so that:

- Young people become successful learners and confident, empowered individuals;

- Young people are encouraged to think for themselves and act for others, equipping them with the values, attributes, knowledge and skills to make a rewarding contribution to society;
- Every school is a hub for community activities, a centre for extended services and a source of immense pride for students, their families, and other local stakeholders;
- Our staff benefit from strong networks, excellent career opportunities and a human approach where they are equally valued and supported;
- Well-run schools retain and develop their distinct contextual identity while sharing and contributing to the Meridian Trust values, practices, curriculum approaches and operational systems.

### The enactment of our values for staff:



Valuing People

Engaged, developed, supported, and consulted.



High Quality Learning Environment

Experts who strive for continual development. Collaborative networks, trusted to deliver.



Pursuit of Excellence

Set ambitious goals and model what success looks like. Eager to improve.



Extending the Boundaries of Learning

Make connections, provide opportunities. Generous and sharing of knowledge and expertise.



Achievement for all

Are accountable for the outcomes we contribute towards and strive for the very best.



Valuing People



High Quality Learning Environment



Pursuit of Excellence



Extending the Boundaries of Learning



Achievement for all

## Why work for us

Meridian Trust aims to be the employer of choice for the communities we serve. Since 2010 we have nurtured and developed the careers of many people. You can read about some of those journeys in the 'Meridian Trust People' section of this website. We are committed to making a difference to young people's lives and the communities we serve. Help us make our mission a reality.

### Benefits:

As a multi-academy trust of 36 schools, Meridian Trust can provide a wide network of opportunities for collaboration and career development for both teaching and support staff. With an initial teaching training facility and a teaching hub network within our Trust, there are ample opportunities to both, get into teaching, and develop within the profession.

- As well as the above we also offer:
- Unlimited access to CPD via Meridian Learning
- Free annual eye tests
- Access to a free Employee Assistance Programme, offering mental health and wellbeing support
- Unlimited value cycle to work scheme

To see the full range of benefits available, please visit [Employee Benefits - Meridian Trust](#)

## How to apply

To apply please complete the online form on MyNewTerm. Your supporting statement should address and evidence the selection criteria detailed in the Person Specification.

**Closing Date: 31<sup>st</sup> August 2026**

**Interviews: w/c 1<sup>st</sup> September 2026**

### Applying:

For any questions about the application process please contact:

**Email:** [oobrien@abbey.college](mailto:oobrien@abbey.college)

*Meridian Trust is committed to safeguarding and promoting the welfare of children. All appointments will be subject to satisfactory pre-employment checks including enhanced DBS disclosure. We are committed to diversity & inclusion and equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, race, religion or belief and marriage and civil partnerships. Meridian Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced disclosure and barring service check. We expect all adults who work for the Trust to share our commitment to safeguarding and the health and wellbeing of our students.*



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### **JOB DESCRIPTION AND PERSON SPECIFICATION**

|                        |                                          |
|------------------------|------------------------------------------|
| <b>Job Title:</b>      | First Aid Lead and Medical Administrator |
| <b>JD Reference:</b>   | STD ADM 44                               |
| <b>School/Academy:</b> |                                          |
| <b>Weeks:</b>          | 39 weeks                                 |
| <b>Hours of work:</b>  | 35 hours                                 |
| <b>Salary:</b>         | Grade 7                                  |
| <b>Responsible to:</b> | Attendance Officer                       |

|                            |                                                                                                                                                                                                                                                                   |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Role:</b>               | Lead on first aid response and oversee the first aid provision.                                                                                                                                                                                                   |
| <b>Purpose of the job:</b> | To oversee the first aid provision, manage medical records, support students with disabilities and chronic conditions, assist with mental health first, working closely with the Attendance team to ensure that there are no health-related barriers to learning. |

### **Responsibilities and Accountabilities:**

#### **First Aid and Medical Care:**

- Act as the lead first aider for the school responding to incidents and emergencies.
  - Manage the secure storage of prescribed Medication.
  - Administer prescribed medication safely under parental guidance, legal requirements and school policy
  - Maintain accurate student medical records, including allergies, conditions, medication, and immunisations.
  - Complete individual Health Care plans for students where necessary and review annually.
  - Record the details of all persons who have come to the First Aid Room together with reason, time etc.
  - Completing relevant documentation e.g. accident forms, recording medication administration
  - Administer care in accordance with the school's health and safety and related policies.
  - Maintain records of staff training for first aid and medical.
  - Monitor and report any ongoing medical concerns to relevant staff.
- Liaising with departments within the school with regards to students with medical needs in their area.
- Lead the school's first aid provision and budget, including supplies, procedures, training and risk assessments.

- Lead on organising annual vaccinations and health checks, with outside agencies and ensure parental communication and consent procedures for vaccination programmes are in place and effective.
- Maintain and monitor first aid supplies and equipment across the school
- Manage and be responsible for the disposal of prescription medication kept on site, and maintain personal professional registration (SQP Registration) to enable supervision, administration and handling of “controlled drugs” on site in accordance with The Controlled Drugs (Supervision of Management and Use) Regulations 2006, acting as “Competent Appointed Person”
- Ensure reasonable adjustments are in place for students with disabilities or long-term medical conditions.

**Administrative:**

- Work collaboratively with the attendance team to identify health-related attendance issues.
- Contact families to discuss health concerns impacting attendance.
- Support reintegration plans for students returning after illness or medical treatment.
- Support the attendance team with first-day calls or follow up as needed.
- Deal with enquiries from pupils, staff, and parents/carers
- Produce reports for SLT on First Aid incidents
- Attend H&S meetings to report on First Aid
- Assisting with various administrative tasks and duties, utilising word, excel, outlook email and the use of local Management Information Systems (where training will be given)
- Maintain and update electronic and manual systems in an efficient and effective manner in line with the GDPR Retention Policy, as well as file and retrieve documents and reference materials
- Assist with preparing reports and statistical information as required
- Regularly inform staff about First Aid practices, procedures and updates.
- Code registers on Bromcom as appropriate when a student is kept out of lessons or sent home.
- Support the process of students with medical conditions joining the school.
- Work with pastoral teams to identify and support students experiencing emotional difficulties.
- Assist in implementing wellbeing initiatives in the school.

- Provide initial Mental health first aid and signpost students to the appropriate support.
- Work with SENDco to support students with IHCP's
- Support staff in understanding and meeting the medical needs of students.

**Health and safety:**

- Use training in first aid to manage emergency situations in school and liaise with emergency services.
- Test the AEDs (defibrillators) fortnightly and record observations.
- Ensure where necessary, parents are contacted, and children are collected where it is deemed children need to go home due to accident or illness.
- Complete Meridian Trust accident reporting where appropriate to ensure correct protocols are followed for reportable accidents.
- Maintain medical registers for new children to school, ensure allergies are reported to teachers and catering staff, arrange for any training (such as diabetes) needs for teaching and support staff, liaise with medical professional and parents to ensure effective delivery of medication requirements in school.
- Ensure where necessary, parents are contacted, and children are collected where it is deemed children need to go home due to accident or illness.
- Keep up to date with all the required legislation and training.
- Maintain the first aid room, liaising with Site team/Cleaning Supervisor when required.
- Ensure the First Aid provision is always available when the school site is open to staff and students.
- Ensure trip leaders are fully equipped with the first aid requirements to take on a school trip/event.
- Support any person in the medical room at the time of any emergency evacuations if the alarm is triggered. If a lockdown is initiated, secure the room and personnel. If an emergency evacuation from the building is required, accompany personnel to the evacuation meeting point and take an emergency first aid pack and defibrillator.

**Support for School/Academy/Place of work:**

- Participation in staff events by arrangement
- Attend Staff Meeting
- Contribute and participate in Trust events and activities where possible
- Contribute and participate in Academy events and activities

- Develop and maintain effective working relationships with other staff and parents/carers
- Adhere to the Trust values
- Follow school policies, practices, and procedures

**Data security:**

- Follow the legal provisions regulating confidentiality and security of data and information under GDPR

**Health and Safety:**

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions
- Co-operate with the Trust on all issues to do with Health, Safety & Welfare
- To work/operate all equipment within Health and Safety and other legal regulations, including risk assessments
- Contribute to the maintenance of a safe and healthy environment

**Continuing Professional Development**

- In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and developments related to school/academy/place of work efficiency, which may lead to improvements in the day-to-day running of the Trust
- Undertake any necessary and identified professional development taking full advantage of any relevant training and development available, particularly when related to the use of ICT, for data management and record keeping
- Maintain a professional portfolio of evidence to support the Performance Management process – evaluating and improving own practice

**Child Protection and Safeguarding**

- The post holder will have a shared responsibility for safeguarding all children and young people. The post holder also has an implicit duty to promote the welfare of all children and young people
- Inform the Child Protection Officer of any issues relating to the safety and well-being of students

The post holder will undertake any other duties commensurate with the grade of the post, in consultation with the line manager.

This job description is subject to review and may be changed following consultation with the post holder. It is not a comprehensive statement of procedures and tasks

but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

***The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced check with the Disclosure & Barring Service.***

**Updated: August 2026**

|                                                                   |                                                          |
|-------------------------------------------------------------------|----------------------------------------------------------|
| <b>Person Specification:<br/>Administration Assistant Grade 5</b> | Assessment Key:<br>A = Application Form<br>I = Interview |
|-------------------------------------------------------------------|----------------------------------------------------------|

| Education and Qualification |                                                                                   | Essential | Desirable | Assessment |
|-----------------------------|-----------------------------------------------------------------------------------|-----------|-----------|------------|
| 1                           | Good educational background with GCSE or equivalent in English Language and Maths | ✓         |           | A          |
| 2                           | Qualification in business administration or similar                               |           | ✓         | A          |
| 3                           | First Aid at work-Level 3 (or willing to obtain one in an agreed timeframe)       | ✓         |           | A          |
| Experience                  |                                                                                   | Essential | Desirable | Assessment |
| 4                           | Experience in working in an administrative environment                            | ✓         |           | A/I        |
| 5                           | Experience of working in an educational setting                                   |           | ✓         | A/I        |
| 6                           | Experience in working with external agencies                                      |           | ✓         | A/I        |
| Knowledge and understanding |                                                                                   | Essential | Desirable | Assessment |
| 7                           | Understanding of the education system                                             | ✓         |           | A/I        |
| 8                           | A sound grasp of the concept of inclusive practice                                | ✓         |           |            |
| 9                           | Knowledge of the concept of confidentiality                                       | ✓         |           | I          |
| 10                          | Awareness of child protection issues                                              | ✓         |           | I          |
| 11                          | Management of medical conditions                                                  |           | ✓         | A          |
| 12                          | Conducting Risk Assessments                                                       |           | ✓         | A          |
| Skills and abilities        |                                                                                   | Essential | Desirable | Assessment |



|                           |                                                                   |                  |                  |                   |
|---------------------------|-------------------------------------------------------------------|------------------|------------------|-------------------|
| 13                        | Ability to use IT systems including email, word and excel         | ✓                |                  | I                 |
| 14                        | Ability to give direction with strong organisation skills         | ✓                |                  | I                 |
| 15                        | Excellent written and oral communication skills                   | ✓                |                  | I                 |
| 16                        | Ability to contribute to team meetings and contribute ideas       | ✓                |                  | I                 |
| <b>Personal Qualities</b> |                                                                   | <b>Essential</b> | <b>Desirable</b> | <b>Assessment</b> |
| 17                        | Willingness to undergo further training and development           | ✓                |                  | I                 |
| 18                        | Positive and enthusiastic approach toward work                    | ✓                |                  | I                 |
| 19                        | Ability to act on own initiative                                  | ✓                |                  | I                 |
| 20                        | Kindness and empathy towards students and colleagues              | ✓                |                  | I                 |
| 21                        | Ability to work as part of a team effectively                     | ✓                |                  | I                 |
| <b>Child Protection</b>   |                                                                   | <b>Essential</b> | <b>Desirable</b> | <b>Assessment</b> |
| 22                        | Support the Academy policies on safeguarding and child protection | ✓                |                  | A/I               |
| <b>Other</b>              |                                                                   | <b>Essential</b> | <b>Desirable</b> | <b>Assessment</b> |
| 23                        | The flexibility of working hours                                  | ✓                |                  | A/I               |