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SMITHILLS SCHOOL

SUCCESS FOR ALL

**First Aider
Candidate Information**



OUR VALUES



EXCELLENCE



INDEPENDENCE



COMMUNITY



Welcome to Smithills School

Thank you for expressing an interest in the position of First Aider. This is a wonderful opportunity to join our successful, over-subscribed 11-16 school at an exciting stage of our journey.

We are a large secondary school, a single Academy Trust, situated in the heart of Bolton. As Headteacher I am fortunate to work alongside our talented staff, pupils, families and community partners. Our school is a very special place where we respect individuality, diversity and difference. Every child who joins us is encouraged to achieve and every adult who joins our team is given the opportunity to contribute.

Our values of Excellence, Independence and Community are evident in all that we do. They combine to ensure our vision of 'Success for All' is achieved.

September 2023, two weeks into my headship, the school was judged as requires improvement for Quality of Education and Leadership and Management, but good for Personal Development and Behaviour and Attitudes. Ofsted commented 'pupils are warmly welcomed and quickly settle into school life', we have 'high aspirations for pupils' achievement' and 'staff feel happy and proud to work' at the school. They remarked that we are on the right track with the changes we are making, we simply need more time to implement and embed them.

Our pupils are at the heart of everything we do. We are committed to developing and nurturing every child, providing the very best standards of education through a strong, knowledge rich curriculum, which is built around our expectations that all pupils will develop their depth of understanding across a wide range of subjects, securing an ambitious education for all. We also offer our pupils a wealth of cultural experiences, broadening horizons and developing self-esteem which provides them with the skills to make positive contributions to society, now and in the future.

We are committed to the continued professional development of all our colleagues and take our responsibility to develop leaders of the future seriously. We are equally committed to staff wellbeing: we provide a package of support to help all colleagues achieve a happy work life balance and we have a thriving wellbeing group that initiates real change in school.

If you are a dynamic, motivated, conscientious professional who has a passion for working with children and young people and you feel you have the skills and personal attributes to work as part of an innovative, energetic and ambitious team, we would love to hear from you.

Carolyn Dewse
Headteacher



Why work at Smithills?

As a team, we value every member of staff – from the site team to middle leaders, from teachers to SLT, from canteen staff to teaching assistants, from pastoral staff to IT support. We know that every person on our staff is crucial to the strategic development and the operational work of our school. As such, we promote well-being and prioritise manageable workloads in the following ways:

- SLT are supportive and highly visible around our site
- Teachers have their own classrooms
- We are committed to the Education Staff Wellbeing Charter
- Staff wellbeing is prioritised with free access to our swimming pool, gym, 'Friday football' and all sports centre activities during the week and at weekend
- The Staff Wellbeing Team includes broad representation from teaching and associate staff
- This team meets at least every half term, capturing staff voice and responding with concrete actions
- Teaching staff typically have above the national expectation of 10% of Planning, Preparation and Assessment (PPA) time
- Every teacher has a protected Professional Development hour every fortnight
- CPD is a regular feature of our calendar and includes teaching and support staff
- Opportunities for career development are embedded in our structures and systems
- Early Careers Teachers thrive in a supportive and caring environment. They have access to a broad and individualised programme of professional development
- As part of our commitment to continuous professional development all staff are encouraged and supported to undertake further study
- Internal applications for a range of roles are actively encouraged
- Data entry points are kept to a minimum for each year group
- Every department has high quality 5-year curriculum plans in place
- Departmental marking policies have been designed to actively reduce marking workload
- All teaching staff have an iPad/laptop
- The correction system is centralised
- Lunch duties are paid
- Reprographics is centralised

Most of all, though, we offer something which a bullet point list cannot capture: our staff and students are friendly and fiercely loyal to our school. Our school is a community and we are proud of that.

'Leaders at all levels carefully consider the impact of any changes that they make to school systems which may affect the workload and well-being of staff'.

OFSTED
September 2023

We encourage you to come and see our school for yourselves. Please contact the Headteacher's PA, Chris Shaw on 01204 842382 ext. 104 or c.shaw@smithillsschool.net to arrange an appointment. A member of SLT will be only too happy to show you around.

Closing date for applications: Friday 3rd May 2024 at 9.00am

Interview date: W/C Monday 13th May 2024



First Aider

Salary: GRADE D SCP 6 -11 £23,893 - £25,979 PA PRO RATA

Actual Salary at pt 6 £14,837

27.5 hours per week 9.15am – 3.15pm (1/2 hour unpaid lunch)

Term Time Only

Permanent Position

Job Description

Principal Responsibilities

As a large school of 1100 11-16 year old students, the postholder will make an effective contribution to pupil first aid and additionally be able to deal with limited wider health services for a few pupils who attend school with a healthcare plan. The postholder will respond to individuals who are unwell or who may require first aid and duties include medication management when needed. (Suitable training would be given)

MAIN DUTIES

- administering first aid, and where necessary contacting parents and/or hospital
- liaising with the Authority, Health Authority, assigned School Nurse and staff to ensure that appropriate medical checks/inoculation programmes, etc., are carried out effectively
- liaising with Heads of Year and other pastoral staff offering an appropriate health advice service for pupils
- liaising with Authority, Health Authority, parents and staff if necessary, to ensure that pupils who have a medical need joining school are assessed and an in-school plan is agreed and written up. Ensure the plan is shared as necessary to support the pupils ability to be in school with clear detail of what the pupil/staff need to do.
- ensuring that the school is operating its First Aid policy effectively and following all statutory requirements and appropriate non statutory guidance
- maintaining a record of children with specific health problems and liaising with pastoral staff and parents as appropriate
- keeping personal First Aid qualification up-to-date to First Aider at Work standard and attending training as appropriate
- maintaining First Aid equipment and to be in charge of the First Aid room
- maintaining an accurate accident book and log of all accidents/treatments and providing half termly records to the Headteacher
- administering nursing care and support to pupils identified with a care plan or long term medical need – e.g overseeing insulin injections or in some cases supporting/administering to pupils identified needing medication. Full training will be given, according to any individual pupils needs based on their care plan.

- ensuring that changes in legislation are communicated effectively and that staff follow guidelines, especially in respect of the non administration of medicines
- amending the school First Aid policy annually and ensuring that all staff have an updated copy.

The roles and responsibilities in this job description may change and/or evolve in a reasonable manner over time.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Person Specification

MINIMUM ESSENTIAL REQUIREMENTS	METHOD OF ASSESSMENT
1. Skills and Knowledge	
<ul style="list-style-type: none"> • Able to work on own initiative as well as a member of a team • Adaptable and self-motivated • Well organised • Able to prioritise tasks • Literate and numerate, with keyboard skills • Articulate and communicative • Outgoing pleasant manner • Awareness of Health & Safety Issues 	Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview
Customer Care - Listen and respond to customer need, seek out innovative ways of consulting service users and engaging partners. Network with others to develop services for the benefit of the service users.	Application Form/Interview



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<p>Valuing Diversity - Listen, support and monitor the diverse contributions made to service development without prejudice. Challenge behaviours and processes which do not positively advance the diversity agenda whilst being prepared to accept feedback about own behaviour. Recognise people's strengths, aspirations and abilities and help to develop their potential. Understand how Valuing Diversity can improve our ability to deliver better services and reduce disadvantage.</p>	<p>Application Form/Interview</p>
<p>Developing Self and Others - Ability to question, and request right training and development that links to the post, to seek opportunities that add to skills and knowledge, to respond positively to opportunities that arise. And to support others' learning and share learning with others</p>	<p>Application Form/Interview</p>

<p>2. Experience/Qualifications/Training etc</p>	
<ul style="list-style-type: none"> • 5 GCSE's including English or NVQ Level 3 or equivalent qualification and experience in relevant discipline. • Current First Aid Certificate or equivalent • Registered General Nurse (RGN) or equivalent or a Paramedic/experienced first aider with the equivalent experience. • Willingness to upgrade qualifications as appropriate • Understanding of other basic technology – computer systems, Office suite of programs – mainly Word. 	<p>Application Form/Interview - Essential</p> <p>Application Form/Interview – Essential</p> <p>Application Form/Interview - Desirable</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p>



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3. Work Related Circumstances

3.1	High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements	Application Form & Interview
3.2	Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration and demonstrate concern for their development as learners	Application Form & Interview
3.3	Demonstrate and promote the positive values, attitudes and behaviour they expect from the pupils with whom they work	Application Form & Interview
3.4	Have a warm and caring nature with the ability to develop positive relationships with pupils and colleagues	Application Form & Interview
3.5	Ability to work collaboratively with colleagues and carry out role effectively, knowing when to seek help and advice	Application Form & Interview
3.6	Able to liaise sensitively and effectively with parents and carers recognising their role in pupil learning	Application Form & Interview
3.7	Able to improve their own practice through observations, evaluations and discussion with colleagues.	Application Form & Interview
3.8	The ability to promote the school's commitment to safeguarding children.	Application Form & Interview
3.9	Suitability to work with children.	Application Form & Checks



Safeguarding

Smithills School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates are subject to an enhanced disclosure from the Disclosure & Barring Service.

Current or previous employers will be contacted as part of the verification process pre-appointment checks if the applicant is short-listed. Information requested will include:

- Disciplinary offences relating to children, including anywhere the penalty is “time expired”
- Whether the applicant has been the subject of any child protection concerns
- The outcome of any enquiry or disciplinary procedure

Any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview.

We may use internet searches using information held in the public domain to perform due diligence on shortlisted candidates in the course of recruitment, in terms of suitability for the post applied for. Where we do this, we will act in accordance with our data protection and equal opportunities obligations.

C Dewse
Headteacher