



CROWN HILLS
COMMUNITY COLLEGE
A Specialist Sports College

Appointment Information

School First Aider and Administrator



Crown Hills Community College
Gwendolen Road, Leicester LE5 5FT
Tel: 0116 273 6893
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crownhills.com





Dear prospective applicant,

Thank you for taking the time to read about this role and our school. CHCC is in the top 12% of schools nationally and blends a 70-year history of inclusive education with an innovative, forward-looking approach to providing a state education like no other to 1500 students from inner city backgrounds.

The School now seeks to appoint a motivated member of staff to join the inclusion team, the successful candidate will join a high-performing Pastoral Team. We believe in children responding "first time, every time" and understand the importance for high expectations and clarity around sanctions and rewards.

We are seeking to appoint a confident, caring and organised person to join our team in the role of School Nurse and Administrator.

This role will require applicants to assess the medical and welfare needs of students and staff, and administer front-line First Aid. The successful candidate will ensure that pupils with ongoing medical needs are supported in school in line with their Individual Health Care Plans, administer approved medication to students and maintain records and reports, including those for statutory requirements. The position also includes other administrative duties in support of the wider school, making this role both varied and interesting.

It is desirable that applicants hold a full First Aid certificate, if not training can be arranged.

Relevant experience of working in a similar environment is desirable.

This is a fantastic career opportunity for a highly motivated professional to join one of the most exciting schools in Leicester. Crown Hills Community College is an exhilarating and innovative school that produces exceptional progress for its learners and will make a significant contribution to the lives and opportunities of our families.

Over the past three years, the school has changed significantly not only in its performance but in the way it operates. We are not interested in the OFSTED grade or judgement and it is not something that we use to threaten staff with nor do we use it to set policy. We do what is best for the staff and the students underpinned by a set of clear values and we trust that everything else will take care of itself. I would therefore, urge you to visit us and to look at our website and the video about what it is that we stand for and why you would want to join us - <https://www.crownhills.com/join-us/>

I want us to be at the forefront of educational excellence because we want to provide the best educational experience possible for the children in our care. This is extremely difficult in a climate of ever-increasing accountability and diminishing resources. However, I sincerely believe that if we lead this community by staying true to our values then it is possible. I have therefore spent time with staff and exploring what it is we stand for and, after a school-wide consultation, we have decided that ASPIRATION, COMMITMENT and SUCCESS are the three key drivers that will support the development of our pupils.

We believe that the curriculum is king and that the way it is sequenced, will help our students to make progress. We have taken a very clear stance on knowledge-first teaching and place an emphasis on memory recall as well as responsive teaching. In order to be successful you need to buy into this pedagogy and practice as it underpins our philosophy and the way the curriculum should be delivered to our students. As a member of support staff who supports the delivery of the curriculum, it is important you understand and align to our college principles.

We are very clear that the gender, background, colour, poverty, wealth or social status of a child should have no bearing on how well they perform and staff here work extremely hard in trying to close that gap between the different groups of pupils.

Please read the attached job description and person specification. If you are interested in applying, please fill in the application form available on our eteach portal, <https://www.eteach.com/jobs/crown-hills-community-college-jobs-9453/?oo=ag> please include e-mail addresses of all referees, together with a letter of application (no more than 2 sides of A4, font 12) outlining your skills, qualifications and experience relevant to this post by 9am on Monday 29th July. Please include your cover letter in the supporting statement section.

Deadline for applicants is Monday 29th July at 9am

I look forward to meeting you and receiving your application.

Yours sincerely,

Mr F Adam

(Principal)

*All appointments will be subject to references and pre-employment checks.

JOB DESCRIPTION

Job Title: School First Aider and Administrator	11-16	Maintained
College: Crown Hills Community College	Grade:	Grade 3- Points 5-6
Reports to: Operating Officer	Salary: £19, 927.92 - £20, 261.18 (actual salary) £23,500 - £23,893 (full time equivalent)	
Term: 8.30am-4pm, 32.5 hours per week, 35 week per year (term time plus 2 weeks in the holidays) and 3 Teacher Days		

Overall Purpose of this Post:

To provide First Aid support in case of accidents and emergencies and to provide efficient communication and support for the office team.

Major Objectives:

1. To provide support in case of medical accidents and emergencies at the School/College.
2. To advise students, parents, staff and visitors about any medical condition, trauma or personal issue.
3. To support the School/College in achieving positive and effective lines of communication with all client groups.
4. To support an efficient and effective office within the School/College.
5. To ensure correct and safe transfer to hospital/medical assistance where necessary.
6. To ensure medical supplies and First Aid boxes are stocked and First Aid kits are available for staff taking students on visit or off-site activities.
7. To implement and promote Leicester City Council's and the school/college's policies and procedures relating to all areas of employment and service delivery.

Summary of tasks:

1. Handles medical accidents and emergencies in school providing First Aid treatment for students, staff and others, as appropriate.
2. Assesses the needs of students and in the case of illness contacts parents/guardians and contacts ambulance service and parents/guardians.
3. Liaises with the School/College Dental and Health Service/School Nurse.
4. Keeps abreast of information coming into the school in the form of relevant administration memos or guidance notes, e.g. on treatment of asthma, EpiPens, etc., and of relevant documents prepared by the school Health and Safety Committee.
5. Completes accident reports for all students/staff/others requiring treatment, including those engaged in school activities off-site; informs the Head Teacher of accidents and forwards such reports in required cases to the appropriate authority and the School/College Health & Safety Committee.
6. Undertakes, when appropriate, the delivery of First Aid training for students and staff, and undertakes appropriate training, as required.
7. Provides pastoral support for targeted students.
8. Provides general administrative support in the school office, e.g. student filing, distributing mail.

PERSON SPECIFICATION

No.	CATEGORIES	Essential/ Desirable	Application Form	Interview / Task
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TRAINING & EDUCATION

1	A level of numeracy and literacy sufficient to carry out the job tasks.	E	✓	
2	Current First Aid Certificate.	E	✓	
3	Current First Aid at Work Certificate.	E	✓	
4	GCSE in English or equivalent ability/experience.	E	✓	
5	Health & Safety Training.	D	✓	
6	Counselling qualifications.	D	✓	
7	Basic qualifications in first aid training.	E	✓	

EXPERIENCE & SKILLS

8	Previous experience in administering First Aid	E	✓	
9	Experience of working in an office environment and using ICT, e.g. word processing, spreadsheet and database usage skills	E	✓	
10	Experience of working within a school environment.	E	✓	

No.	CATEGORIES	Essential/ Desirable	Assessed by:	
			Application Form	Interview / Task

EQUAL OPPORTUNITY & OTHER SKILLS

11	Must be able to recognise discrimination in its many forms and be willing to put the Council's Equality policies into practice.	E		✓
12	Able to recognise the importance of Health and Safety issues.	E		✓
13	Able to maintain necessary stocks of First Aid supplies	E	✓	✓
14	Able to use own initiative and undertake decisions in emergencies	E	✓	✓
15	Excellent communication skills at all levels.	E		✓
16	Able to work on own initiative and as part of a team	E		✓
17	Able to respond calmly and positively under pressure.	E		✓
18	Able to deal with people at all levels and from a variety of backgrounds	E		✓

OTHER CONDITIONS

19	Willing to work outside/after normal hours.	E	✓	
20	Must be willing and able to assist others in need of First Aid.	E		✓
21	Willingness to undertake training as and when necessary.	E	✓	