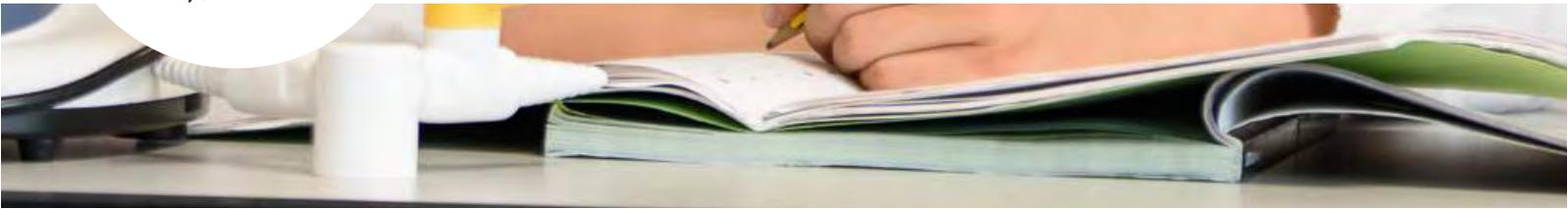




The  
Sittingbourne School

**Lead First Aider**  
INFORMATION





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## The Sittingbourne School

The Sittingbourne School is a large, non-selective school situated in a semi-rural area of Sittingbourne. We are fortunate to own an extensive site that boasts wonderful sporting facilities, open green spaces and significant investment in new buildings.

We offer our pupils a broad and stimulating curriculum with a sharp focus on literacy and high expectations for all. We are proud of the positive learning culture that exists within the school and we set the bar high on expectations for behaviour and student engagement. We have extensive pastoral systems to support student engagement and wellbeing, and relationships between staff and students are open, friendly and cooperative.

Our school has been on a fabulous journey of continuous development since joining Swale Academies Trust over eight years ago. Ofsted has judged our school Good in the last two inspections, and we continue to move from strength to strength. Over the years, the school's popularity has grown considerably, with 2020 seeing us oversubscribed in all years and our large and thriving Sixth Form more popular than ever. Outcomes for the school show a continuing trend of improvement, highlighting the effectiveness of strategies implemented over time.

In 2019, the school underwent a holistic branding exercise to reaffirm our culture and core values. Consequently, the school has a clear, and embedded, vision that staff follow and fully believe in. Our ethos is community-centred, empowering and fully inclusive. Everything we do here at The Sittingbourne School is focused on ensuring that children of all abilities, backgrounds and beliefs feel valued and are given the guidance and support they need to flourish.

Leadership across the school is a key strength. The school benefits from a large and highly experienced leadership team - and the support of an Executive Headteacher who knows the school and staff well. The leadership team is led by a Head of School with the support of four exceptional deputy headteachers, as well as a vibrant and effective team of assistant headteachers and middle leaders. The school also profits from the collaborative support of Swale Academies Trust, whereby close working networks continue to drive improvements to teaching and learning as well as school management. The work culture is friendly, professional and supportive, with recruitment and retention another real strength of the school

Students and staff feel proud to belong to The Sittingbourne School.

Yours Sincerely

Mr Nick Smith  
Head of School



Dear Applicant,

Thank you for your interest in this role within Swale Academies Trust. Swale Academies Trust is one of the leading Multi-Academy Trusts in the south east with a highly effective record in school improvement. We are currently looking for outstanding leaders and teachers to join us as we grow. Swale Academies Trust consists of a group of primary and secondary schools based in Kent, East Sussex and South London. We are also working with a number of schools who require support prior to joining the Trust. We have a very strong track record in school improvement and are looking for dynamic people who want to transform children's lives in some of the most challenging educational contexts in the region.

We are looking for ambitious professionals who are interested in working with pupils from diverse communities in some of the region's most challenging schools. We want energetic, inspiring classroom practitioners who are highly motivated and committed to the profession. We recognise the importance of a well-ordered teaching environment for staff to flourish. Parents and teachers provide regular positive feedback about our work to create a positive climate for learning. As a result, Ofsted visits identify pupils' conduct as a strength across the Trust. We want teachers who are keen to make a positive difference to children's lives, are proud of the students they teach, the work they produce and share this pride in the achievements of all.

Our salary package, continued professional development and additional benefits are some of the best in the sector. We invest in our staff at every level with a wide range of coaching programmes, delivered across our schools, including Westlands, the Trust Teaching school. We also work closely with a number of external partners such as the University of Kent to support leadership development across our family of schools. All of our schools are unique and reflect the communities they serve but they work closely together to support each other and collaborate to raise standards. Teachers identify the well-structured collaboration as a key factor in improving their practice but also improving their work-life balance.

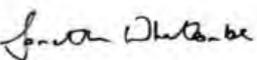
Since its creation in September 2010, Swale Academies Trust has become a strong and successful school improvement service, specialising in taking schools in Ofsted category and turning them into good schools. A glance at the most recent Ofsted reports for Beaver Green Primary School, South Borough Primary School, Meopham School, Regis Manor Primary School, Westlands Primary School, Istead Rise Primary School and The Sittingbourne School, will all point to the effectiveness of the Trust in bringing about change and providing and enabling excellent leadership. First and foremost, Swale Academies Trust is about the provision and development of high quality leadership and management.

Our ambition is driven by enabling schools and children to succeed. We have a wide range of excellent and highly accomplished senior leaders who lead with a sense of purpose, charisma and a set of shared values. The Trust is fortunate to be overseen by a Board of Directors who share leaders' values and provide the highest quality challenge and support.

We are proud of our schools and strive for a sense of shared pride in the achievements of all of our students.

We look forward to receiving your application.

Yours sincerely,



Jon Whitcombe  
Chief Executive Officer

# JOB DESCRIPTION



**Job Title:** Lead First Aider  
**Grade:** SAT 4  
**Responsible to:** Office Manager

## **Main duties and responsibilities (Accountabilities):**

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards.
- When necessary to make arrangements to call an ambulance.
- Ensure that all first-aiders complete a first-aid training course approved by the Health and Safety Executive (HSE).
- Monitor and arrange refresher courses and certificate renewals for all first aiders.
- Liaise with a member of the SLT - FOR INCIDENTS INVOLVING EMERGENCY SERVICES ON SITE.
- Be responsible for ordering First Aid items and appropriate disposable bins.

## **Management**

- Be the first point of contact to other staff First Aiders.
- Late working hours to cover after school clubs.

## **Stock control**

- Ensure that all First Aid boxes are checked on the first Monday of each month.
- To stock up the First Aid boxes with at least a minimum stock of first aid items as recommended by HSE.
- Examine the contents of the first-aid box in the First Aid room and other location weekly and on an as they are used basis and re-stocked as soon as possible after use. Items are discarded safely after the expiry date has passed.
- All swabs used on open wounds will be disposed of correctly in the clinical waste bin.
- Ensures that all first-aid and incontinence waste is disposed of in the bins provided and located in the First Aid office.
- In liaison with Office Manager, order/replenishing first aid materials/ consumables.
- In charge of first aid equipment located within the school and medical room.

## **Training**

- Booking refresher courses for all first aiders and ensuring that their certificates are all up to date.
- Providing internal induction/coaching to new First aiders.

## **Medication**

- Giving medication to pupil on parents' permission and to obtain one if not available but required.

# JOB DESCRIPTION



## Travelling first-aid kits

- Liaise with the party leader undertaking any off-site activities to carry out risk assessment on what level of first-aid provision is needed.
- Ensure compliance to best practice to have a trained First-Aider to accompany the party where it is not possible to have one at the venue itself.
- Ensure that First Aid box is provided for any activity involving the use of a minibus.

## Hygiene / Infection Control

- Ensure that All School First Aiders are reminded to take precautions to avoid infection and must follow basic hygiene procedures.
- Enable staff to have access to single-use disposable gloves and hand washing facilities, and should take care when dealing with blood or other body fluids and disposing of dressings or equipment.

## Reporting incident

- Ensure that all incidents requiring first Aid are properly reported and documented and the Next of Kin is notified as appropriate.
- Liaise with relevant school officers to ensure that parents/carers are informed if their child is being taken to hospital for treatment.
- Where a child is not taking to hospital by their parent/carer, ensure that a member of staff is assigned to stay with the child until a parent/carer is in attendance.

# PERSON SPECIFICATION



	CRITERIA	ESSENTIAL/ DESIRABLE
Qualifications	English, Maths and Science GCSE (or equivalent) grade C or above, or significant relevant experience.	E
	Level 1 or 2 diploma (or equivalent) in Learning Support	E
	Evidence of other TA related qualifications.	D
Experience	Experience of working with children in a similar environment	E
	Experience of supporting pupils with medical needs.	D
	Experience in supporting those with specific learning difficulties	D
Skills, Abilities and Knowledge	Proven ability to communicate effectively both orally and in writing.	E
	A willingness to learn.	E
	Experience in Phonics.	D
	An understanding of the needs of SEND pupils	D
	Experience of reading and scribing for pupils	D
	Understanding the issues surrounding the safeguarding of children and commitment to child welfare and safety.	E
	Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.	D
Personal Qualities	Team player	E
	Initiative	E
	Commitment to the role	E
	Positive approach and flexibility	E
	Commitment to CPD	E

# OVERVIEW

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Since its creation in September 2010, Swale Academies Trust has developed into one of the South East's leading Multi-Academy Trusts.

Our purpose is to develop good and outstanding schools and ensure the rapid improvement of schools with challenges.

As the Trust has grown and developed, we continue to ensure that effective school support and leadership is maintained. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.

The Trust is an organisation which is driven by the belief that all children deserve a good quality education where they are seen as individuals and above all are exceptionally well cared for.

## Swale Academies Trust – Schools

### Primary

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne



### Secondary

- Meopham Secondary School, Meopham
- Peacehaven Community School, Eastbourne
- The Eastbourne Academy, Eastbourne
- The North School, Ashford
- The Sittingbourne School, Sittingbourne
- The Turing School, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne



### Central Support Services (based at Trust Head Office), Ashdown House, Sittingbourne

- Human Resource Team
- Finance Team
- ICT Team
- Building/Estate Management

## The Application Process

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible.

Please note CVs will not be accepted in place of a completed application form.

Application forms can be found on the Kent-Teach website and all electronic applications should be made via this route. Alternatively, completed forms can be sent by post to the following address:

Miss Sarah Scott-Drysdale  
The Sittingbourne School  
Swanstree Avenue,  
Sittingbourne  
Kent  
ME10 4NL

## The Shortlisting and Interview Process

After the closing date for this post a panel will conduct the shortlisting process. You will be selected for interview based entirely on the contents of your application form, it is therefore important that you fully read the Job Description and Person Specification prior to completing your form.

After the shortlisting process has been completed candidates who have been selected for interview will be informed, and provided with full details of the interview programme. If you have not heard from us within 10 working days of the closing date for this post, you have, on this occasion, unfortunately been unsuccessful.

All candidates who are invited to interview must bring the following original documents:

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or driving licence
- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

## Conditional Offer

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past employment.

## Safeguarding

Our Trust has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our trust will be subjected to safeguarding checks in line with the statutory guidance keeping Children Safe in Education.

## Retention of information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

## Privacy Notice

Please refer to the Trust's Privacy Notice for job applicants for information about how we use any personal data about them we hold.

This can be downloaded here: <https://www.swale.at/page/?title=Privacy+Notice&pid=33>



SWALE ACADEMIES TRUST  
ASHDOWN HOUSE  
JOHNSON ROAD  
SITTINGBOURNE, KENT  
ME10 1JS  
COMPANY NUMBER: 7344732