

# Principal First Aider



Cornwallis Academy



## Build your Career, Shape your Future, Apply today

Cornwallis Academy is a Good school with over 1300 students educating the next generation of young people aged between 11 and 18.

Cornwallis Academy is part of Future Schools Trust, a dynamic and inclusive multi-academy trust, founded in 2007.



*A great place to be*





**Cornwallis Academy**  
*Ambitions for All*

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## Welcome from the Headteacher

**Samantha McMahon**

BA (Hons) | NPQH



Cornwallis Academy are seeking a Principal First Aider to join the school team, the successful candidate will be responsible for providing immediate and effective first aid, ensuring a prompt response to medical emergencies, and contributing to the overall health and safety of our school community. As the Principal First Aider, you will play a vital role in creating a secure and supportive learning environment by offering timely and compassionate assistance to those in need.

Cornwallis is a fully inclusive school, enabling all students to be the best they can be by having 'ambitions for all'. In line with our 'SMILE' ethos, our aim is to motivate, inspire, excite and engage all students so that they can be successful.

We place students' wellbeing at the heart of everything we do. A strong community ethos permeates, throughout the school, focusing on learning and progress as well as the whole child. Our popularity continues to grow with record student numbers at an all-time high.

Our aim is to ensure that all students achieve their full potential within a safe and nurturing environment. We also aim for all our students to develop as confident, courteous and capable young people.

We have an excellent team of teaching and support staff, who are committed to ensuring lessons are engaging and challenging. We offer support where support is needed and stretch and challenge each child to do the best they can. It is important for us to deliver a broad and balanced curriculum to allow students to discover their interests.

We offer a number of prestigious scholarship programmes, in Art, Football (in partnership with Maidstone United Football Club) and Dance (in partnership with Maidstone Dance Studios).

We are also proud of the pastoral care we provide for our students and do everything in our power to make them feel valued and part of a community.

We look forward to welcoming you to Cornwallis Academy.

Samantha McMahon

<b>Post:</b>	Principle First Aider
<b>School:</b>	Cornwallis Academy
<b>Department:</b>	Support
<b>Responsible to:</b>	Deputy Headteacher
<b>Compensation:</b>	FST Scheme D-£12058-£12680 (£21389-£22493 FTE)

Are you passionate about the wellbeing and safety of students within an educational environment? An exciting opportunity has arisen to join our exceptional school as Principal First Aider. We are seeking a dedicated individual, responsible for providing immediate and effective first aid, ensuring a prompt response to medical emergencies, and contributing to the overall health and safety of our school community. As the Principal First Aider, you will play a vital role in creating a secure and supportive learning environment by offering timely and compassionate assistance to those in need. The successful candidate will also be required to provide administrative support when not carrying out First Aid duties.

### Main duties and responsibilities

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards.
- When necessary, 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 the Deputy Headteacher - for incidents involving emergency services on site.
- Be responsible for ordering First Aid items and appropriate disposable bins.
- Be the first point of contact to other staff First Aiders.
- 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 area and other locations 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.
- In liaison with the Office Manager, order/replenishing first aid materials/consumables.
- In charge of first aid equipment located within the school and medical area
- Work with Health and Safety Officer to investigate accidents/Incidents and monitor trends

## Job Description

- 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.
- Work closely with school staff, teachers, and administrators to create a safe and healthy learning environment.
- Giving medication to pupil on parents' permission and to obtain one if not available but required.
- 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.
- 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.
- Ensure that all incidents requiring first Aid are properly reported and documented and the Next of Kin is notified as appropriate.
- Adhere to strict confidentiality guidelines when dealing with sensitive medical information.

## Person Specification

- Good standard of education
- Experience of working in an administrative environment (Educational setting is desirable)
- First aid qualification or willingness to work towards.
- Excellent listening and verbal communication skills
- Calm under pressure
- Compassionate and empathetic

The post holder may be requested to carry out further reasonable additional duties as directed by the Headteacher.

This job description may be amended to meet the future needs of the school.

## Welcome from the Chief Executive Officer

Isabelle Linney-Drouet

BA (Hons) | NPQH



Welcome to Future Schools Trust: **Relentless Ambition for Young People.**

We aim to achieve our vision by bringing together our family of schools to create a cohesive and aspirational community which enables every child and member of staff to exceed their expectations.

### Our values are:

- Integrity
- Respect
- Resilience
- Strong Work Ethic
- Collaboration
- Equality

The best interests of young people guide every ambition and decision we take. We are passionate in our belief that schools are stronger when they work together whilst being proud and protective of the unique identity of each of our schools in the Trust. Maintaining a strong moral purpose and supportive but challenging culture is central to everything we aim to achieve.

I hope this introductory letter provides a sense of our culture and ethos and our direction of travel. If you decide to apply, we appreciate how long it takes to apply for jobs, but please do not send a general application; we are looking for someone prepared to respond to us, respecting where we are at on our journey as a Trust. You can be sure that we will take time and care in reading your personal application.

Application forms can be downloaded from:  
[www.futureschoolstrust.com/download](http://www.futureschoolstrust.com/download)

Best wishes

A handwritten signature in black ink, appearing to read 'Isabelle Linney-Drouet'. The signature is fluid and cursive, with a long, sweeping underline.

Isabelle Linney-Drouet  
Chief Executive Officer

Future Schools Trust is dedicated to attracting the right teachers and support staff who are committed to developing and nurturing our students and we must provide the rewards for that to happen.

Alongside providing a competitive pay and benefits package, we offer lifestyle discounts for retail purchases and tax-efficient schemes for childcare and cycle-to-work purchases.

### **Pension Scheme:**

From your start date you can join either the Teachers Pension Scheme or the Kent County Council Pension Scheme. Contributions are made based on your salary scale.

### **Annual Leave:**

For support staff annual leave starts at 25 days a year plus Bank Holidays and increases after 5 years' service.

### **Cycle to work scheme:**

We offer a cycle to work scheme, this tax beneficial scheme encourages employees to cycle to work or take advantage of the scheme to purchase a bicycle for leisure.

### **Retail, Health & Social Offers through Kent Rewards:**

With Kent Rewards you can also get great discounts on pretty much everything you can imagine! Whether it's a meal at a restaurant, a trip to the cinema, or even a visit to a theme park there are plenty of ways that you can save.

### **Other offers:**

- Benenden Private Healthcare Scheme – Optional to Join
- Specsavers Vouchers
- Full access to our Employee Assistance Programme, 24/7

[Click here to view all our employee benefits.](#)



## **Application:**

We welcome applications from all qualified candidates, including neurodivergent individuals. If you are excited about this opportunity and believe you are a great fit for our team, please complete our School Application Form, we are unable to accept CVs. Electronic application forms should be completed on the Every Portal which you can access at [www.cornwallisacademy.com/vacancies](http://www.cornwallisacademy.com/vacancies).

If you would like to take a look around our fantastic facilities and meet the staff that you could be working alongside, please email [recruitment@futureschoolstrust.com](mailto:recruitment@futureschoolstrust.com) to arrange a visit.

## **Health & Safety:**

So far as is reasonably practicable, the postholder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the postholder is responsible, to maintain a safe working environment for employees and students/pupils.

## **Safeguarding:**

Future Schools Trust is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. Future Schools Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. All successful candidates will have to meet the person specification and will be subject to an Enhanced DBS check.







**Cornwallis Academy**  
*Ambitions for All*

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