

# Principal First Aider



New Line Learning Academy  
*Believe and Achieve*

New Line Learning Academy



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

New Line Learning Academy is a Good school with over 800 pupils educating the next generation of young people aged between 11 and 16.

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



Future  
Schools  
Trust

*A great place to be*





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New Line Learning Academy 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.

At New Line Learning Academy, we pride ourselves on providing a supportive and positive environment that inspires our pupils to achieve success. We encourage academic excellence, while nurturing their individual goals and ambitions

Our ethos is clear; **believe and achieve.**

Our diverse curriculum and inspirational buildings challenge all abilities, while stretching the curious minds of the young people in our care. Pupils are encouraged to go outside of their comfort zones, be creative and take full advantage of the advanced technology and enriching opportunities we are proud to offer.

Our pupils' wellbeing is at the heart of our academy. By providing a caring and nurturing environment, we ensure pupils are free to flourish as polite, kind and well-rounded individuals. At New Line Learning Academy, everyone respects one another, as well as their right to learn, develop and thrive.

We look forward to welcoming you to New Line Learning Academy.



<b>Post:</b>	Principal First Aider
<b>School:</b>	New Line Learning Academy
<b>Department:</b>	Support
<b>Responsible to:</b>	PA to Head of School/School Operations Manager
<b>Salary:</b>	FST Grade D

## Purpose

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 injuries and those arising from specific hazards.
- Advise or treat students as necessary when illnesses and symptoms are reported.
- 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 and/or Head of School's PA - for incidents involving emergency services on site.
- 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 cupboard in the Hygiene room and other locations weekly and on an as they are used basis and restocked 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

- Facilitate the booking of 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.
- Ensure students are assessed and a holistic approach is taken to issues/conditions/illnesses presented, working when needed in collaboration with SSM's and Heads of Year.
- Giving medication to pupil on parents' permission and to obtain one if not available but required.
- Recording and storing medication.
- 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.
- Update pupils medical records on the schools MIS system (Sims) and record first aid /medical incidents accurately and on time.
- Assist with keeping students medical profiles up to date.

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

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

### 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

## Welcome from the Chief Executive Officer

Isabelle Linney-Drouet

BA (Hons) | NPQH | NPQEL



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.

Electronic application forms should be completed on the Every Portal which you can access at [www.newlinelearning.com/vacancies](http://www.newlinelearning.com/vacancies)

Best wishes

A handwritten signature in black ink, appearing to read 'Isabelle Linney-Drouet', written over a light blue abstract graphic element.

Isabelle Linney-Drouet  
Chief Executive Officer

## 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.newlinelearning.com/vacancies](http://www.newlinelearning.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.



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.](#)





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