

# Principal First Aider with Student Services Responsibilities

New Line Learning Academy



New Line Learning Academy  
*Believe and Achieve*



## 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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## Welcome from the Head of School

Gary Cook  
BA (Hons)



At New Line Learning Academy, we are proud to be at the heart of our community. The strong sense of belonging within our school reflects this belief and strengthens our collective spirit.

We foster a supportive and inclusive environment where every student is encouraged to *Believe and Achieve*. The wellbeing of our students is at the centre of everything we do, and we are committed to ensuring that every individual feels valued, respected, and empowered.

Our mission is to inspire academic excellence, nurture ambition, and provide exceptional experiences that help every student reach their full potential.

Our modern facilities—including dedicated spaces for drama, music, dance, sport, science, and ICT—enable us to offer a rich, personalised, and engaging learning experience.

At New Line Learning Academy, our values are brought to life every day. Our students are *Ready* to learn, *Respectful* of others, and thrive in a *Safe* and purposeful environment. These core principles underpin all that we do and help shape well-rounded, confident individuals.

We are also proud to be part of **Future Schools Trust**, a forward-thinking and supportive family of schools committed to collaboration, innovation, and professional growth. Staff at New Line Learning Academy benefit from high-quality professional development, opportunities to work across schools within the trust, and a culture that values wellbeing, teamwork, and continuous improvement. Whether you're starting your career or looking to take the next step, you'll find a welcoming and ambitious environment where your contribution is genuinely valued.

It is a privilege and an honour to lead such an exceptional school. I look forward to continuing our journey together and working closely with our community to help every student thrive and succeed.



<b>Post:</b>	Principal First Aider with Student Services Responsibilities
<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

This is a dual role combining key responsibilities in first aid and student services, ensuring every student feels safe, supported, and cared for. As Principal First Aider, you will lead the school's first aid provision, delivering timely and effective medical assistance and promoting a culture of health and safety. Alongside this, you will provide front-line support within Student Services, responding to student queries, triaging concerns, and assisting with communication between home and school. This combined role plays a vital part in maintaining a nurturing and responsive environment where students can thrive both personally and academically.

## Main duties and responsibilities

- Deal with first-line student queries, triaging concerns for Student Support Managers (SSMs) and Heads of Year.
- Provide immediate help to casualties with injuries or conditions arising from specific hazards.
- Advise or treat students as necessary when illnesses or symptoms are reported.
- Arrange for an ambulance to be called when necessary.
- Ensure all First Aiders complete an HSE-approved first aid training course.
- 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.
- Act as the first point of contact for other staff First Aiders.
- Check all First Aid boxes on the first Monday of each month.
- Maintain minimum stock levels of First Aid items, as recommended by the HSE.
- Examine the contents of the First Aid cupboard in the Hygiene Room and other locations weekly, restocking as needed after use.
- Discard items safely once expired.

- Liaise with the Office Manager regarding the ordering and replenishment of First Aid materials and consumables.
- Oversee First Aid equipment located within the school and medical area.
- Work with the Health and Safety Officer to investigate accidents and incidents, and monitor trends.
- Adhere to strict confidentiality guidelines when handling sensitive medical information.
- Update pupils' medical records on the school's MIS (SIMS) and record first aid or medical incidents accurately and in a timely manner.
- Support the ongoing maintenance of up-to-date medical profiles for student

### Job Description

- Liaise with Student Support Managers, Heads of Year, and other stakeholders to support student queries and concerns.
- Facilitate the booking of refresher courses for all First Aiders, ensuring certificates remain up to date.
- Provide induction and coaching to new First Aiders.
- Work closely with school staff, teachers, and administrators to create a safe and healthy learning environment.
- Assess students holistically, collaborating with SSMs and Heads of Year where appropriate.
- Administer medication to students with parental permission and obtain consent where required.
- Record and store medication accurately and securely.
- Liaise with the party leader undertaking off-site activities to ensure travelling First Aid kits are appropriately equipped.
- Provide a First Aid box for all activities involving the use of a minibus.
- Ensure all incidents requiring First Aid are properly reported and documented, and that the next of kin is notified as appropriate.
- Update students' medical records on the school's MIS (SIMS) and record First Aid/medical incidents accurately and in a timely manner.
- Assist with keeping students' medical profiles up to date.

## Person Specification

### Desirable Skills and Experience

- Experience of working in an administrative environment (experience within an educational setting is desirable).
- First Aid qualification, or willingness to work towards achieving one.
- Excellent listening and verbal communication skills.
- Ability to remain calm and composed under pressure.
- Compassionate and empathetic approach when supporting students.
- Strong organisational skills with attention to detail.
- Ability to manage confidential information with professionalism and discretion.
- Proficient in using IT systems, including Microsoft Office and school MIS (e.g. SIMS).
- Ability to work collaboratively with staff, students, and external partners.

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

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 | 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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