



Candidate brief for the position of:

First Aider/Administrative Assistant

Bullers Wood Multi Academy Trust

Application Deadline: Wednesday 11th September 2019 –
9.00am





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Dear Applicant

Thank you for expressing an interest in the post of First Aider/Administrative Assistant at Bullers Wood Multi Academy Trust. The information in this pack will, we hope, give you a good flavour of the school, as well as the application procedure and I hope having read it, you will decide to apply.

This post is available now and offers an exciting opportunity to join an enthusiastic staff who are committed to making a real difference.

The Trust was formed in February 2018 following a successful application under the Free Schools programme to open a secondary boys' school to join the existing and very successful girls' school and offers opportunities for enhanced professional and career development for colleagues working within the Trust.

The Girls' school was last fully inspected by Ofsted in May 2011 and we were awarded Outstanding. The report is available on our website. We are very proud of our achievements and in recent years we have been congratulated by the Minister of State for Schools on our achievements at GCSE level, placing us in the top 100 non-selective state-funded schools in England. In addition, we were in the top 100 for pupils achieving the English Baccalaureate. We have also regularly been in the top 10% nationally (out of over 2,500 schools and colleges) for our A level performance assessed by ALPS.

The successful candidate will join the Trust at an exciting time as September 2018 saw the opening of a new secondary free school, Bullers Wood School for Boys.

When completing the application form, please follow the instructions below and demonstrate clearly how you meet the person specification and job description.

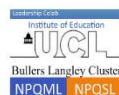
If you have any questions, please contact Gill Newton, HR Manager on 0208 467 2280 ext 359 or email gnewton@bwsgirls.org

We very much hope to receive your application.

Yours sincerely

T Millar
Executive Headteacher

q u o d p o t e s t e n t a





Overview

The position reports to the Office Supervisor.

Person Specification

We are seeking to appoint for September 2019. You will be required to undertake the tasks as outlined in the job description below.

The successful applicant is likely to demonstrate the following qualities/skills:

- be well organised
- have First Aid experience
- be flexible, self-motivated and self-directed
- be able to work effectively with others
- be calm under pressure
- have good IT skills
- have attention to detail
- understand the need for confidentiality

Ideally you will have some previous experience of providing front line First Aid and be a competent administrator.

The successful candidate must be willing to uphold the ethos and policies of the school, including the commitment to safeguarding and promoting the welfare of children and young people.

The Role

Job title: First Aider/ Administrative Assistant (Bullers Wood School for Girls)

Start Date: September 2019

Salary Range: £18106 – £18891 FTE

Hours of duty: Monday to Friday 8.00am – 3.30pm with an unpaid lunch break of 30 minutes

Based on 35 hours per week over 37 weeks the pro rata salary at £18106 would be £13998.37 per annum. The annualised salary is paid in 12 monthly instalments.

Core purpose:

To be the primary focal point for first aid and to provide high quality administrative support to the team.

First Aid

- Primary contact for First Aid to students and responsible for ensuring first aid supplies are fully stocked and available including safe keeping of medicines for students and appropriate liaison with parents
- Manage the First Aid room in line with the DfE's 'Guidance on First Aid in Schools'.
- Coordinate student release home or to medics as needed
- Ensure Health Care Plans are properly logged, updated electronically every September and adhered to
- Record and maintain accident forms
- Ensure student medical data is accurately record on SIMS
- Liaise with Health Protection Agency for reportable illnesses as appropriate
- Liaise with Bromley Healthcare as needed for any school wide requirements
- Keep records of all formal and informal conversations and treatments and advice given to students
- Liaise with DSL as needed
- Liaise with Bromley Health Care and organise vaccinations
- Arrange First Aid training for staff

Administrative Assistant

- Support the effective performance of Student Services.
- Provide administrative and technical support to the School, Heads of Year and subject areas
- Use SIMS as directed
- Maintain student records both electronically and physically
- Reprographics support
- Support Reception and general office and administrative functions as directed

We expect all of our staff to

- Uphold the ethos and policies of the school, including the commitment to safeguarding and promoting the welfare of children and young people
- Assist in ensuring health & safety in the workplace
- Participate in staff development activities including in service training (INSET) as appropriate

This job description is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment at any time after consultation with the post holder.

Application Procedure

- i. Read carefully all the information about this post
- ii. If you have any questions, please do not hesitate to telephone or email *Gill Newton, Human Resources Manager, on ext 359 or gnewton@bwsgirls.org*. Please also contact her if you wish to visit the school before applying.
- iii. Complete the application form as fully as possible. If there is insufficient room on any section of the form, please provide the additional information on a separate sheet. Please note that your application form will be photocopied for the Selection Panel, therefore clarity is essential. *It is important that you do not leave any gaps in your career history – any gaps in employment should be fully explained please.*
- iv. In section 9 Letter of Application, please tell us
 - Why you are applying for this post
 - How your experience, skills, training and/or qualifications equip you for it i.e. how you meet the person specification and requirements of the job description.

Send your completed application form by email (if downloaded from our website) or through the post to:-

Mrs Gill Newton
Human Resources Manager
Bullers Wood School
St Nicolas Lane, Logs Hill, Chislehurst, Kent BR7 5LJ

gnewton@bwsgirls.org

Please send your application by Wednesday, 11th September 2019– 9am.

Appointment Process

- i. Suitable applications will be shortlisted for interview as quickly as possible.
- ii. If you are successful, you will receive either a phone call and/or email inviting you to attend for interview. It is therefore important that you give us a daytime telephone number and/or an email address that you regularly access so that we can contact you to make the necessary arrangements if you are shortlisted.

If you require any assistance in attending for interview, please let us know the nature of that assistance in good time so that we may make appropriate arrangements.
- iii. Candidates called to interview will
 - be given a tour of the school

- usually have an opportunity to meet with members of the department
- normally be expected to conduct a short task.
- Have an interview.

Pre-employment Checks

Bullers Wood Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people, and an appointment will be subject to satisfactory enhanced disclosure from the Disclosure and Barring Service. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered “spent”.

The successful applicant will also be required to:

- Provide details of two referees who know you in a professional capacity. It is our usual policy to take up references BEFORE interviews where possible. Employment is conditional on these references being deemed satisfactory.
- Provide proof of all relevant qualifications.
- Provide proof of eligibility to work in the UK
- Complete a Medical Declaration and receive fitness to work.

Policy on Equal Opportunities

The School is an Equal Opportunities employer and appointments are based on the applicant’s ability to meet the requirements of the position. The School is opposed to any form of discrimination against any individual or group and welcomes the fact that our School includes a diversity of individuals from many races and cultures. Behaviour which is discriminatory on the grounds of race, colour, culture, nationality, gender, sexual orientation, disability, religion, will not be tolerated.

