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SMITHILLS SCHOOL

SUCCESS FOR ALL

Education Healthcare Worker
and First Aid Leader
Candidate Information



OUR VALUES



EXCELLENCE



INDEPENDENCE



COMMUNITY



Welcome to Smithills School

Thank you for expressing an interest in the position of Education Healthcare Worker and First Aid Leader. This is a wonderful opportunity to join our successful, over-subscribed 11-16 school at an exciting stage of our journey.

We are a large secondary school, a single Academy Trust, situated in the heart of Bolton. As Headteacher I am fortunate to work alongside our talented staff, pupils, families and community partners. Our school is a very special place where we respect individuality, diversity and difference. Every child who joins us is encouraged to achieve and every adult who joins our team is given the opportunity to contribute.

Our values of Excellence, Independence and Community are evident in all that we do. They combine to ensure our vision of 'Success for All' is achieved.

In September 2023, just two weeks into my headship, the school was rated as 'Requires Improvement' in both Quality of Education and Leadership and Management, but was judged as 'Good' for Personal Development, and Behaviour and Attitudes. Ofsted acknowledged that 'pupils are warmly welcomed and quickly settle into school life,' praised our 'high aspirations for pupils' achievement,' and highlighted that 'staff feel happy and proud to work' at the school. They affirmed that we are heading in the right direction with the changes we are making, noting that more time is needed to fully implement and embed these improvements.

Since then, we have had a very positive monitoring visit, leaving us with only one Area for Improvement (AFI). Ofsted's feedback included that across curriculum areas, subject leaders have clearly identified the essential knowledge pupils must learn and the order in which it should be taught. Additionally, disadvantaged pupils and those with special educational needs and/or disabilities (SEND) are benefitting significantly from these efforts.

Our pupils are at the heart of everything we do. We are committed to developing and nurturing every child, providing the very best standards of education through a strong, knowledge rich curriculum, which is built around our expectations that all pupils will develop their depth of understanding across a wide range of subjects, securing an ambitious education for all. We also offer our pupils a wealth of cultural experiences, broadening horizons and developing self-esteem which provides them with the skills to make positive contributions to society, now and in the future.

We are committed to the continued professional development of all our colleagues and take our responsibility to develop leaders of the future seriously. We are equally committed to staff wellbeing: we provide a package of support to help all colleagues achieve a happy work life balance and we have a thriving wellbeing group that initiates real change in school.

If you are a dynamic, motivated, conscientious professional who has a passion for working with children and young people and you feel you have the skills and personal attributes to work as part of an innovative, energetic and ambitious team, we would love to hear from you.

Carolyn Dewse
Headteacher

Why work at Smithills?

As a team, we value every member of staff – from the site team to middle leaders, from teachers to SLT, from canteen staff to teaching assistants, from pastoral staff to IT support. We know that every person on our staff is crucial to the strategic development and the operational work of our school. As such, we promote well-being and prioritise manageable workloads in the following ways:

- SLT are supportive and highly visible around our site
- Teachers have their own classrooms
- We are committed to the Education Staff Wellbeing Charter
- Staff wellbeing is prioritised with free access to our swimming pool, gym, 'Friday football' and all sports centre activities during the week and at weekend
- The Staff Wellbeing Team includes broad representation from teaching and associate staff
- This team meets at least every half term, capturing staff voice and responding with concrete actions
- Teaching staff typically have above the national expectation of 10% of Planning, Preparation and Assessment (PPA) time
- Every teacher has a protected Professional Development hour every fortnight
- CPD is a regular feature of our calendar and includes teaching and support staff
- Opportunities for career development are embedded in our structures and systems
- Early Careers Teachers thrive in a supportive and caring environment. They have access to a broad and individualised programme of professional development
- As part of our commitment to continuous professional development all staff are encouraged and supported to undertake further study
- Internal applications for a range of roles are actively encouraged
- Data entry points are kept to a minimum for each year group
- Every department has high quality 5-year curriculum plans in place
- Departmental marking policies have been designed to actively reduce marking workload
- All teaching staff have an iPad/laptop
- The correction system is centralised
- Lunch duties are paid
- Reprographics is centralised

Most of all, though, we offer something which a bullet point list cannot capture: our staff and students are friendly and fiercely loyal to our school. Our school is a community and we are proud of that.

'Leaders at all levels carefully consider the impact of any changes that they make to school systems which may affect the workload and well-being of staff'.

OFSTED

September 2023

We encourage you to come and see our school for yourselves. Please contact the Headteacher's PA, Chris Shaw on 01204 842382 ext. 104 or c.shaw@smithillsschool.net to arrange an appointment. A member of SLT will be only too happy to show you around.

Closing date for applications: Friday 29th August 2025 at 9.00am

Interview date: To be confirmed

Education Healthcare Worker and First aid Lead

Salary: GRADE E SCP 11 - 17 £28,142 - £31,022 PA PRO RATA

Actual Salary at point 11 approx. £20,853

32.5 hrs per week over 5 days, Term Time Only Plus 2 Days

Permanent Position

Job Description

Overall purpose: This post will involve ensuring that the healthcare needs of individual pupils are fully met in accordance with their written Health Care plans including the preparation of PEEPs and pupil risk Assessments. The post will also be lead for First Aid/first responder across the school. The post holder will also be responsible for the storage and administration of medicines.

1. Main Responsibilities Health Care Worker

- Meeting the needs of individual pupils according to guidance and direction provided by the Class Teacher / SENDCo/Healthcare professionals as appropriate and to be responsible for carrying out specific medical procedures.
- To ensure all healthcare needs of the child are met in accordance with healthcare plans.
- Maintain an up to date register of medical needs.
- To ensure that accurate records are kept for medications held in school and that medicines are within date. Liaise with Parents/Carers to replenish Medications.
- To support pupils with the administration of medications.
- To deliver programmes of work devised by and under the direction of health professionals e.g., speech and language therapists, physiotherapists, occupational therapists etc.
- To respond to and treat First Aid needs across the school, to ensure accurate record of accidents treatments given. Contacting parents and carers, when necessary, in coordination with the pupils SLT link/Year Coordinator.
- Prepare Medical and accident reports for Governor and other relevant audiences
- To promote the inclusion of all pupils.
- To assist in the preparation and distribution of any relevant paperwork i.e. PEEPs, PEPs Risk Assessments
- To work with multi-agencies to support Early Help meetings

2. Medical and First Aid

- Assess First Aid problems presented by students and staff, taking appropriate action in the event of an emergency and communicating with staff and parents as necessary.
- Be the main key holder for the medicine cabinet in the Medical Room.
- Administer medication where required in line with school policy.
- Review and update the schools first aid policy.
- Produce student medical needs list, emergency first aid list and staff medical needs list.
- Support students with significant health needs (diabetes, epilepsy, anaphylaxis, asthma).
- Produce medical needs lists for specific trips/visits.
- Accompany students, where the need arises, to hospital and remain with them until parents arrive.
- Liaise with partner schools/parents in order to assess students' potential medical needs prior to their attendance at the school.
- Advise on general health matters as presented by the staff and students, and communicate with parents as appropriate.
- Network with internal and external health agencies on a regular basis.
- Liaise with a range of health agencies with a view to seeking advice and support on behalf of students with specific health issues, under the direction of the Deputy Head.
- Co-ordinate, administer and maintain Individual Health Care Plans for students with specific medical needs in conjunction with parents and any other relevant health care professionals.
- Make arrangements for vaccination sessions held by the Local Authority for the relevant age groups of students, undertaking the necessary communications and ensuring appropriate records are completed and retained.
- Enter all student medical information into SIMS (or other school designated system), maintain accurate records in accordance with new and changing medical needs, and inform staff of relevant information, including for all school trips.
- Keep an up to date accident record book (electronic), including details of injuries, make any required RIDDOR reports for accidents at work via the LA, review for patterns and report to the Facilities Manager.
- Prepare accident statistics termly for the trust board meetings via the Business Manager.
- Carry out monthly stock audits of all First Aid boxes and First Aid kits throughout the school (including those used for trips) and ensure they are replenished.
- Ensure all emergency First Aid medical equipment is in good working order.
- Keep an accurate list of all staff accredited with First Aid at Work, together with dates of expiry, and arrange training to ensure that an appropriate number of staff for all areas of school are trained in these skills.
- Take responsibility for the medical room and First Aid room and ensure they are kept clean and tidy.
- Maintain confidentiality of information acquired while undertaking duties for the school.
- Monitor medical absences with the attendance officer and contact parents for absence monitoring.

Medical and Personal Care

- To assist the pupil(s) with physical, medical and social needs as appropriate and in accordance with written care plans (for example: administer medication, tracheostomy care including oral suction and give gastrostomy feeds – NB this list is not exhaustive)
- To develop procedures for and attend to and assist pupils with their intimate care needs and requisition of such products.
- Ensure that medical equipment/resources stored in school are appropriately cleaned, stored and

maintained e.g. batteries charged overnight and that any faults or concerns are reported immediately. Stock levels to be checked, maintained and items ordered or requested from Continuing Care Team or home as appropriate e.g. gastrostomy feeds.

- To update Health Care Plans termly.
- To maintain a record of pupils' medication and ensure that it is stored securely within the Medical Room and replenished when required.
- To support pupils with complex health needs by ensuring their health and other needs are fully met across the school day in accordance with their individual Health Care Plans. This will be following training and with ongoing medical supervision by staff from the Continuing Care Team (Continuing Care Health - CCH).
- Using the relevant proforma, complete PEEPs and/or Risk Assessments for all pupil when relevant.
- Work and liaise with families and partner agencies to provide holistic care for children with complex health needs in school, in particular the Continuing Care Team, School Nurses & other clinical practitioners including physiotherapists, transport providers, wheelchair services, occupational therapists and visitors to the school.

Confidence and Self-esteem

- To provide support for the pupil(s) emotional and social needs by encouraging and modelling positive behaviour in line with the School's Behaviour policy and demonstrating high expectations of work and behaviour.
- To be aware of and comply with all policies and procedures relating to child protection, health, clinical procedures, Continuing Care Team guidance, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Training

- Participate in identified training opportunities and performance development as required.
- To attend relevant meetings and participate in appropriate competency-based training to support the role
- General training around complex health needs
- Training around a specific child and the procedures or the care the child will require.

3 . Competencies

Customer Care

- To provide quality services that are what our customers want and need.
- To give customers the opportunity to comment or complain if they need to.
- To work with customers and do what needs to be done to meet their needs.
- To inform your manager about what customers say in relation to the services delivered.

Develop oneself and others

- To access development opportunities and share learning and experience with others in the Team.

Valuing Diversity

- To accept everyone has a right to their distinct identity.
- To treat everyone with dignity and respect, and to ensure that what all our customers tell us is valued by reporting it back into the organisation.

- To be responsible for promoting and participating in the achievement of the departmental valuing diversity action plan.

The roles and responsibilities in this job description may change and/or evolve in a reasonable manner over time.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Person Specification

MINIMUM ESSENTIAL REQUIREMENTS	METHOD OF ASSESSMENT
1. Skills and Knowledge <ul style="list-style-type: none"> • Able to work on own initiative as well as a member of a team • Adaptable and self-motivated • Well organised • Able to prioritise tasks • Literate and numerate, with keyboard skills • Articulate and communicative • Outgoing pleasant manner • Awareness of Health & Safety Issues • Knowledge of SIMS or other MIS systems 	Application Form/Interview
Customer Care - Listen and respond to customer need, seek out innovative ways of consulting service users and engaging partners. Network with others to develop services for the benefit of the service users.	Application Form/Interview

<p>Valuing Diversity - Listen, support and monitor the diverse contributions made to service development without prejudice. Challenge behaviours and processes which do not positively advance the diversity agenda whilst being prepared to accept feedback about own behaviour. Recognise people's strengths, aspirations and abilities and help to develop their potential. Understand how Valuing Diversity can improve our ability to deliver better services and reduce disadvantage.</p>	Application Form/Interview
<p>Developing Self and Others - Ability to question, and request right training and development that links to the post, to seek opportunities that add to skills and knowledge, to respond positively to opportunities that arise. And to support others' learning and share learning with others</p>	Application Form/Interview

2. Experience/Qualifications/Training etc	
<ul style="list-style-type: none"> • 5 GCSE's including English or NVQ Level 3 or equivalent qualification and experience in relevant discipline. • Current First Aid Certificate or equivalent • Registered General Nurse (RGN) or equivalent or a Paramedic/experienced first aider with the equivalent experience. • Willingness to upgrade qualifications as appropriate • Understanding of other basic technology – computer systems, Office suite of programs – mainly Word. 	<p>Application Form/Interview - Essential</p> <p>Application Form/Interview – Essential</p> <p>Application Form/Interview - Desirable</p> <p>Application Form/Interview - Essential</p> <p>Application Form/Interview - Essential</p>

3. Work Related Circumstances

High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements	Application Form & Interview
Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration and demonstrate concern for their development as learners	Application Form & Interview
Demonstrate and promote the positive values, attitudes and behaviour they expect from the pupils with whom they work	Application Form & Interview
Have a warm and caring nature with the ability to develop positive relationships with pupils and colleagues	Application Form & Interview
Ability to work collaboratively with colleagues and carry out role effectively, knowing when to seek help and advice	Application Form & Interview
Able to liaise sensitively and effectively with parents and carers recognising their role in pupil learning	Application Form & Interview
Able to improve their own practice through observations, evaluations and discussion with colleagues.	Application Form & Interview
The ability to promote the school's commitment to safeguarding children.	Application Form & Interview
Suitability to work with children.	Application Form & Checks

Safeguarding

Smithills School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates are subject to an enhanced disclosure from the Disclosure & Barring Service.

Current or previous employers will be contacted as part of the verification process pre-appointment checks if the applicant is short-listed. Information requested will include:



- Disciplinary offences relating to children, including anywhere the penalty is “time expired”
- Whether the applicant has been the subject of any child protection concerns
- The outcome of any enquiry or disciplinary procedure

Any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview.

We may use internet searches using information held in the public domain to perform due diligence on shortlisted candidates in the course of recruitment, in terms of suitability for the post applied for. Where we do this, we will act in accordance with our data protection and equal opportunities obligations.

C Dewse
Headteacher