



SHENFIELD HIGH SCHOOL

FIRST AID OFFICER
SEPTEMBER 2025

Information for candidates

FIRST AID OFFICER

Required September 2025

The role

This is a fantastic opportunity for a passionate and caring First Aid Officer to join our team, offering assistance to our pupils, maintaining medical data and information for relevant student and ensuring safe implementation of First Aid.

The successful candidate will have confidence as well as a natural inclination to help our students when they are in need. They will need to be organized and detail oriented. Able to work under pressure as well as adaptable and quick thinking.

He/she will make a genuine commitment and input positive contributions within the first aid department.

Our School

Shenfield High School is a standalone 11-18 Academy with a comprehensive ethos and commitment to high academic standards supported by a significant investment in pastoral care and wellbeing.

The school is conveniently located close to Shenfield mainline station on the line into London Liverpool Street and home to the eastern terminus of the new cross rail Elizabeth Line. The school's location attracts outer fringe London allowance.

We can offer you:

- Outer Fringe allowance
- A 'Golden Hello' if you are a direct applicant to the school
- Continuous CPD programme including NPQs and National College qualifications
- Employee Assistance programme
- Discounted childcare during half-terms
- On-site parking
- Free porridge every morning to prepare you for your day

We can also offer you:

- Supportive onboarding
- An all-inclusive and diverse organisation
- A chance to be part of the school's drive to increase and support student engagement

If you would like an informal discussion about this position and/or a pre-application visit please contact the Headteacher's PA, Mrs Watson: c.watson@shenfield.essex.sch.uk

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in this commitment. This appointment is subject to an enhanced disclosure check and positive references.

Job details

Start date: 1st September 2025 *can be negotiated*

Salary: Scale 6, point 13 – 17. Plus fringe allowance, £706.

- *Full-time equivalent: £28, 163 - £30, 060 including fringe £706.*
- *Pro-rata'd salary £17, 942- £18, 855 including fringe allowance £706.*

Working Hours / Weeks: Term time only (38 weeks)

- Monday – Friday, 9am – 3pm 27.5 hours per week

Contract type: Permanent

CLOSING DATE: 18th June 2025

Interviews:

Please apply using the application form and a cover letter that outlines how your experience and skills fulfils the job description and person specification; CVs are also welcome in the first instance.

Application forms found on the school website - www.shenfield.essex.sch.uk.

Please Note - Applications will be assessed upon receipt and we reserve the right to interview and appoint prior to the closing date. Early applications are therefore strongly advised. References will be requested prior to interview.

Shenfield High School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

JOB DESCRIPTION: CAREERS ADVISOR

Reporting to: Assistant Headteacher for Safeguarding and Inclusion

Overall Purpose of Post

Supporting students to prepare for the next phase of their training, and employment. Provide careers guidance and advice that is neutral, informed and relevant.

To ensure a quality programme of careers guidance and support is in place across the school.

Main purpose

The main purpose is to oversee the medical care of students who are unwell, injured or who have medical conditions.

This will involve primarily:

- Identifying, reviewing and implementing Health Education plans.
- Keeping any prescribed medication secure in storage and distribution.
- Deciding on appropriate actions for students unwell, injured or who have medical conditions and actioning them with other staff members when needed.
- Managing the First Aid room.
- Keeping records of all interactions with students and any resulting actions.
- Organising vaccines and other medical prevention / intervention work as required.
- Checking First Aid kits and supplies are stocked at all times and are in date.

Main responsibilities

- Be the first point of contact for students who are feeling unwell or injured as the primary First Aid staff member.
- Administer First aid to students and staff within the competencies of the First aid Certification held by the post holder.
- Work with Pastoral, Attendance and Safeguarding teams where necessary to support students and communicate with parents.
- Keep any prescribed medication secure in storage and distribution.
- Record and monitor storage of student medications onsite.
- Monitor and maintain a register of students who need medicines in school and ensure a consent form is completed. Supervise the taking of these medications at the appropriate times, checking expiry dates and dosages required to make sure that they are secure.
- Record using school systems all First aid interactions with students and any resulting actions.
- **Follow up repeated users of First Aid with students, parents and staff as needed.**

- Report serious incidents to RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) and communicate with Business Manager regarding reporting under RIDDOR and HSE notifications.
- Oversee and monitor accident reporting resulting in any injuries at school.
- Attend any medical emergencies onsite and undertake whatever action necessary to stabilise and assist the casualty, which may include calling emergency services.
- **Use data from school system records to monitor and analyse First Aid issues for any prevention or intervention work, providing information verbally and in report form when needed to SLT, Attendance and Pastoral teams.**
- Communicate with parents where needed through phone calls, school communication systems, and school social media platforms.
- Ensure any student needing to leave site for medical reasons have the appropriate parent / carer's permission.
- Obtain new Health Care plans for Year 7 students and any other students joining the school mid – year, review all the plans annually and ensure they are actioned.
- **Complete and assist with carrying out risk assessments and health and safety procedures for individual student onsite where their health requires it.**
- **Managing risk assessments for students with medical reasons.**
- Work with the Assistant Headteacher for Safeguarding and Inclusion to ensure there are sufficient members of staff First aid trained onsite.
- Manage the First Aid room to be a clean, hygienic environment.
- Ensure that clinical waste and sharps are dealt with as required by law.
- Check First Aid kits in school and on minibuses and all First aid supplies are stocked at all times and are in date.
- Organise vaccines and other medical prevention / intervention work as required and with other organisations as necessary.
- Check First Aid resources stocks are sufficient and in date.
- Liaise with School nurse about room bookings and student appointments, feeding back any key information to relevant staff and parents if needed.
- Maintain and update the school's First aid policies as required.
- Work with staff responsible for interventions and outside organisations e.g. school nurse as needed with students with medical concerns.
- Work with staff responsible for wellbeing and mental health to advise, guide and be part of the team supporting students with interventions and events.
- Work with Learning Support staff with SEN students for medical reasons on education provision, medical support, one plans and EHCPs as needed.
- Work with staff to promote health and wellbeing across the school.

- Provide a safe, calm environment for students that follows school procedures and applies them where needed to individual circumstances within First Aid.
- Undertake all other appropriate duties as directed by the Assistant Headteacher for Safeguarding and Inclusion and SLT to support and ensure the school fulfils its responsibilities.
- Safeguard and protect the students of the school.

Support and training:

- First aid at work certificate or equivalent completed and in date.
- There will be regular line management meetings with the Assistant Headteacher for Safeguarding and Inclusion.
- Additional training for professional development to be agreed with the Assistant Headteacher for Safeguarding and Inclusion, attended and information shared with First aid trained staff and school staff as needed.

Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • First Aid at work certificate or equivalent • Managing medication within schools certificate • Diabetes management training Training can be provided
Experience	<ul style="list-style-type: none"> • Knowledge of First aid policies and procedures • Experience working with children and young people
Skills and knowledge	<ul style="list-style-type: none"> • Excellent organisation and time management skills • Excellent communication skills including verbal and written with a variety of stakeholders • Good record keeping using electronic systems • Good ICT skills in particular use of Microsoft Word, XL email and SIMS
Personal qualities	<ul style="list-style-type: none"> • Ability to work on own • Ability to work within a team • Experience of supporting young people's wellbeing • Mental health support qualifications • Calmness to work in tense situations

ABOUT US

"Our vision is to prepare our students to embrace all opportunities and fulfil all ambitions. We strive to ensure our students are known and known well and prepared for a future of lifelong learning"

Shenfield High School is a standalone 11-18 Academy with a comprehensive ethos and a commitment to high academic standards supported by a significant investment in pastoral care and wellbeing.

We have over 1500 students on roll including more than 300 students in our sixth form; this year we have received over one thousand applications for 240 places in year 7 in September 2023.

We offer a broad and rich curriculum from years 7 to 13 with a full commitment to the traditional academic, creative and the physical. Our reputation for sport, both elite and recreational and for our creative arts is second to none for a state comprehensive school. Through the efforts of our highly engaged staff the curriculum runs strongly through into the extracurricular with clubs and activities offered in all areas.



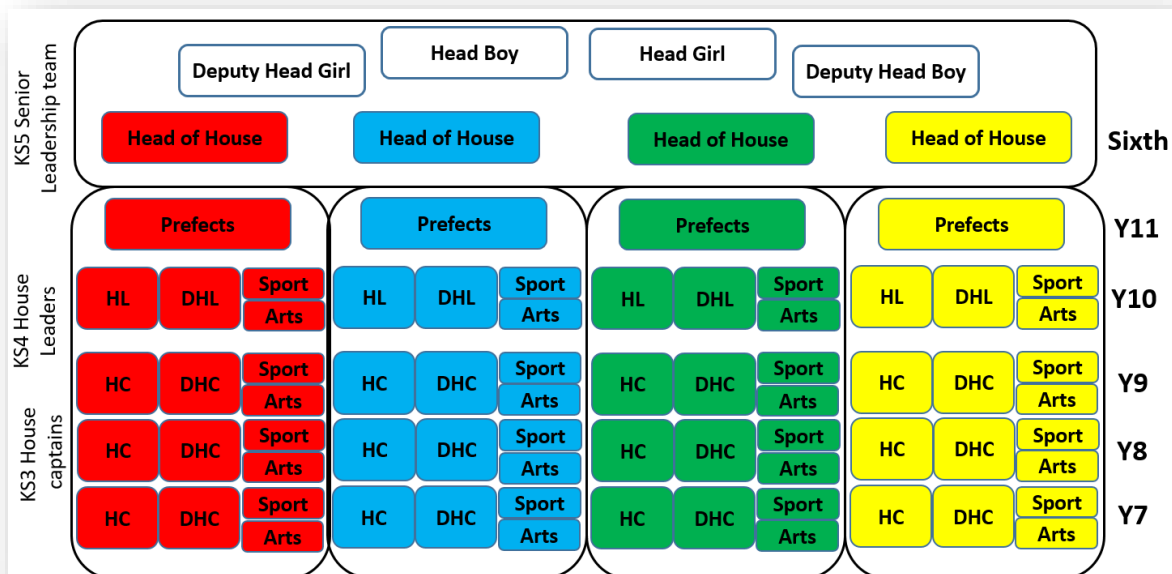
The whole school community has devoted significant time in the past two years revisiting the school values and the House System.



SHENFIELD
HIGH SCHOOL

RESPECTFUL
RESPONSIBLE
READY

Our school values form the basis of our behaviour and rewards policies and underpin our school culture whilst our House System forms the scaffold for our student leadership structure.



Student Leadership is no more evident than in our Combined Cadet Force (CCF). Our contingent is affiliated with the Royal Anglian Regiment and is the largest school contingent in the country outside of fee-paying schools.



SUPPORT

Our greatest asset is our staff, 'Team Shenners'. Our teaching staff are very experienced and committed to Shenfield High School and they are complimented by a group of newer entrants to the profession who bring fresh ideas and energy to the school. The teaching team works hand in hand with the highly qualified and experienced support staff who are integral to the daily functioning of the school.

At Shenfield High School we recognise that starting at a new school whether a new entrant to the profession or more experienced can feel daunting and comes with added pressure. The evaluation extract below highlights some of the key actions taken this year in support of staff wellbeing:

- Three Year School Strategic Plan put in place to limit lurches based on annual outcomes
- 'People' a key part of strategic framework for all decision making
- Weekly briefing to limit whole staff emails and to ensure the week ahead is planned for
- Meeting time for 2023-24 stripped back
- Team Leader briefings reduced in frequency and duration
- Teacher contact time reduced across the board in 2023-24
- Wall planner showing key dates for the year ahead
- No requirement for data drops in school monitoring cycles
- Only one parental report each year with no requirement of written input from teachers
- All staff have access to external support service <https://www.educationsupport.org.uk/>
- HR Manager and Head teacher are MHFA trained
- Senior designated mental health lead in post ([Georgia Edwards](#))
- New mental health strategy in place
- GOVOX introduced to support individuals with tips to support mental wellbeing and to also provide school leaders with information on wider staff concerns

Shenfield High School is a strong community of staff, students, and their parents. Parents are very supportive of the school and recognise the uniqueness of some of the opportunities their children are afforded by attending the school.

As a standalone academy it is our governing body that works in partnership with the Headteacher and senior team in setting the strategic direction of the school. Our governors come from a variety of backgrounds and professions and are very supportive of the school. On the following page you can find an overview of our strategic framework that highlights our key focus areas for the years ahead.

THE APPLICATION PROCESS

The best way to find out about our school is to visit our website and come for a guided tour of the site.

If you are interested in a tour, contact the Headteacher's PA, Mrs Watson c.watson@shenfield.essex.sch.uk

- Please visit our website for an application form [Job Vacancies - Shenfield High](#) or email our HR Manager Mrs Kirk e.kirk@shenfield.essex.sch.uk.
- In the personal statement please give your reasons for applying for this post and say why you believe you are suitable for the position. Please take note of the person specification and keep your statement to no more than two sides of A4.
- CVs are welcome in the first instance

Interviews are a two-way process, please ask as many questions as you have and make sure you feel this is the school for you.

If your interest in our school has been piqued by anything you have read here then we would love to hear from you.

We wish you well in your search.

Clare Costello

Headteacher

