



First Aider Bedford Academy



HEART Vision and Values



Our Motto:

We value the dreams and aspirations of everyone in our community.

Our Vision:

Our vision is to create a family of academies who are at the heart of their community delivering exceptional education and improving life chances for all through challenge and support.

Our Values:

High **E**xpectations **A**chievement **R**espect **T**rust

Our Motivators:

Driven - The passion to get better and better at something that matters. Our high expectations and aspirations for all the children and young people within the Trust's schools means we offer education that enables every child to excel and to develop the knowledge and confidence to do whatever they choose later in life.

Community Minded -The will to do what we do in the service of something bigger than ourselves. As a community we are helping to shape a group of academies to become outstanding schools which benefit Bedford and the surrounding areas for generations to come.

Aspirational - The commitment to improve life chances. HEART Academies Trust is determined that every child within it's schools is challenged to reach their potential in a culture of enjoyment and opportunity where no one is left behind.

Equal Opportunities

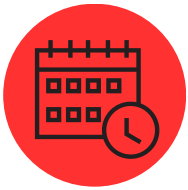
HEART Academies Trust is an equal opportunities employer and therefore operates no restrictive policies in relation to age, sex or creed. It is the wish of the Trust's Governors to appoint the most suitable candidate from all of the candidates offering themselves for appointment.

Safer Recruitment

HEART Academies Trust is committed to safeguarding children and promoting the welfare of children and young people and expects all trustees, staff and volunteers to share this commitment. All successful candidates will be subject to an Enhanced Criminal Record Disclosure from the Disclosure and Barring Service along with other relevant employment checks, including overseas criminal background checks, where applicable. All new trustees, employees and volunteers will be required to undertake safeguarding training as part of the induction, which will be regularly updated in line with statutory guidance.

Why Work At HEART Academies Trust?

As part of HEART Academies Trust, staff are valued and supported, allowing them to contribute fully to the wider school community. Our commitment to staff development and wellbeing is paramount.



Paid wellbeing day
per year



Free gym and
shower access



CPD pathways



£200 refer a friend
scheme



Employee assist
programme



Generous
pension



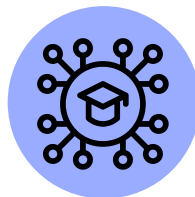
Cycle to Work
Scheme



Free tea, coffee
and breakfast



A commitment to
environmental
sustainability



An exceptional
ECT Induction
Programme



Secondment and
shadowing
opportunities



Free flu jabs,
physiotherapy
and eye tests



Regular training and
development
programmes



Flexible working
options



Individual laptops
for teaching staff



Free car parking



About Bedford Academy



Bedford Academy is a popular and oversubscribed Secondary school based in South Bedford in a significantly deprived area of the Borough and is a part of Heart Academies Trust.

The school population has grown significantly from 2018 with 1100 students to 1400 to date, with a predicted number of 1800 by 2029. In 2025, student numbers in Year 7 will increase to 300. Our Sixth Form of 200 students, continues to expand also with 150 Year 12 places offered in 2025.

We have a talented, friendly and passionate staff body of 200 that has expanded due to the increase in numbers, demand and reputation.

Over the past 5 years the school has been on a transformational journey with the 'BA Way', high standards and positive relationships as the fundamental drive for school improvement. Our school vision of being 'Community Minded, Driven and Aspirational', empowers all staff and students to achieve their very best.

We are a school that has a tailored and unique CPD offer that develops pathways for staff to explore and realise future career ambitions. Regular staff surveys and wellbeing initiatives keeps staff turnover low and maintains a happy and motivated workforce, that are passionate about achieving the very best for the students and community we serve.

Our modern building provides a wonderful environment for students to learn in and staff to teach. We have extensive sports facilities, state of the art classrooms and a clear and strategic workload charter to maximise efficiency and work life balance.

Our new build (ready in September 2025) will greatly enhance the educational experience for our immediate and wider community.

We are looking for staff that are solution focused and genuinely passionate about improving the lives of children, who in some cases have very little. Our students respond best to staff that are consistent, friendly and committed who are willing to go above and beyond.

Our last Ofsted inspection took place in March 2023, where we were graded 'Good' in every area. Please read our full Ofsted report [here](#). We launched our 'Good to Great' initiative in September 2023 and are making significant progress with our continuing desire to be the best offer around. We would strongly encourage a visit from anyone that believes they can make a difference to our community.



Mr Chris Deller
Head teacher
cdeller@bedfordacademy.co.uk



Job Description First Aider



Responsibilities

The following is an indicative list of duties which is not exhaustive and will be subject to review to reflect the changing work composition of the Trust.

Specific Responsibilities

- Administer first aid to students and adults within the competencies of the first aid certification held by the post holder.
- Attend emergency medical incidents wherever they occur in the school and undertake actions necessary to stabilise and assist the casualty, which may include calling the emergency services.
- Ensure that students are accompanied to hospital by ambulance when necessary.
- Be aware of student's specific medical conditions and IHCPs (Individual Health Care Plans).
- Daily accurate recording details of all persons who have come to the First Aid room together with reason, time and treatment received. Preparing daily statistics for the Administration Services Manager (ASM).
- Complete half termly returns on accident/incident reporting for review by the COO and HEART Academies Trustees.
- Encourage students to promptly return to lessons to maximise their learning time, and not to use the first aid facilities for anything but a short time.
- Contact parents as necessary concerning the welfare of students and ensure that records of such contacts are recorded and shared with appropriate staff.
- Monitor and maintain a register of students who have medicines in school ensuring correct permissions from the parent/carer are in place and accurately recorded in each case. Supervise the taking of these at the appropriate time, checking expiry date/dosages and ensure they are kept securely at all times.
- Ensure that first aid kits and supplies are fully stocked and be responsible for maintaining those used for field and residential trips.
- Ensure IHCPs and student medication are prepared for trips, liaising with staff to ensure they are aware of their related responsibilities during the trip.

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- Ensure that orders on applicable systems are placed in a timely manner for the replenishment of first aid supplies.
- Log any student concerns to relevant staff members via the Safeguarding system of 'On call' if there is an immediate concern.
- Complete the appropriate forms in the event of an accident at school and input details onto Assessnet, reporting under RIDDOR and HSE notifications as required.
- Run half termly reports from CPOMS to complete Accident/Incident Reporting summary for Trustees.
- Ensure appropriate student data and information is input to CPOMS and Bromcom and that all personal data is handled in a strictly private and confidential manner and in accordance with GDPR.
- Maintain medical related templates and update as required and ensure that there is always a sufficient stock of medical forms, letters, risk assessment, wrist bands and stickers available.
- Contribute updates to the school's First Aid policy and Supporting Students with Medical Needs in School policy.
- Supervise the taking of medication to students at the appropriate time in line with the section 'Medicines in School' in the Supporting Students with Medical Needs in School policy. Monitor and maintain a register of students who have medicines in school ensuring correct permissions from the parent/carer are in place and accurately recorded in each case. Regular check of expiry date/dosages and make sure they are kept securely at all times.
- Dispensing of outdated/no longer required medication as per Government guidelines.
- Maintain a hygienic environment within the First Aid room.
- Yearly review of current school First Aiders to assess refresher training needs.
- Maintain the school's First Aider list for wider circulation in the school, updating when staff leave, newly trained staff and update of qualification dates.
- Organise First Aid training courses for staff to newly qualify and refresher training for current first aiders raising requisitions on the applicable systems.



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- Liaise with the Estates Maintenance Coordinator/Facilities Manager in situations where an accident has resulted as a result of faulty equipment.
- To ensure that there are a sufficient number of appropriately trained First Aiders within the school. Maintain training records for First Aiders and arrange refresher training as required.
- Liaise with the Estates Maintenance Coordinator/Facilities Manager to ensure that clinical waste and sharps are dealt with as required by law.
- Undertake risk assessments of students and staff returning to school with injuries and put the appropriate measures in place to ensure their safety and well-being including the issuing of lift passes.
- Regularly review risk assessments and updating accordingly, collecting lift passes back from students.
- Provide yearly training on local procedures to all Bedford Academy First Aid personnel.

Common Roles of All Trust Members:

Leadership: Vision and Values

- Lead by example, providing inspiration and motivation, and embody for the students, staff, governors, parents and wider community the vision, purpose and leadership of the Trust.
- To ensure equal opportunities for all.
- To be committed to safeguarding and to promoting the welfare of all young people.
- To assist in the development of a culture and environment in which young people thrive and to drive innovation.
- To drive educational standards, promote life-long learning and continually improve outcomes for all.
- Lead and contribute to an ethos in the Trust where well-being and respect are at the heart of the Trust and each student is valued and nurtured to develop personally and educationally.



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Leading and Managing Others and Self

- Develop and maintain a culture of high expectations for self and others.
- Regularly review own practice, set personal targets and take responsibility for own development.
- Actively engage in the performance review process.
- Work within the Trust's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, colleagues and visitors.
- Adhere to Trust policies and procedures.
- To work with the COO/ASM during a pandemic to set up and implement health care facilities in line with statutory guidance.



Person Specification First Aider



Our aim is to create an outstanding Trust and our staff will be expected to exemplify excellence in all that they do. Our First Aider will be a person with high expectations, enthusiasm and the ability to positively impact on the welfare of our students. We value the ability to demonstrate emotional intelligence, be flexible and to adapt to different situations with a calm and positive attitude.

	Essential	Desirable
Knowledge and Experience	<ul style="list-style-type: none"> • Full First Aid qualification. • Working knowledge of first aid. • Good standard of written and spoken English 	<ul style="list-style-type: none"> • Previous experience of working in a similar role. • Previous experience of working within an educational environment and/or with young people.
Skills and Attributes	<ul style="list-style-type: none"> • Good communication and interpersonal / listening skills. • Ability to work calmly and professionally under pressure and within existing policies and procedures. • Ability to confidentially and competently apply knowledge and skill acquired from training and practical context. • Documents required for an Enhanced DBS. • Competent IT skills including the use of Microsoft Office and other school systems. • Ability to work as part of a team. • Excellent time management. 	<ul style="list-style-type: none"> • Ability to plan and organise effectively to deadlines. • Working knowledge of Bromcom.
	<ul style="list-style-type: none"> • Confident and able to use own initiative. • Ability to remain calm and patient in challenging situations. • The ability to relate well to children and to engage constructively with, and relate to, a range of young people. • Commitment to the highest standards of child protection and safeguarding and able to obtain DBS enhanced clearance. • Recognition of the importance of personal responsibility for health and safety. • Commitment to the school's ethos, aims and its whole community. 	