



TRUE LEARNING  
PARTNERSHIP



# First Aider & Administrator

Closing date for applications: 9am on Monday 15<sup>th</sup> July 2024

Interviews will take place during W/C 22<sup>nd</sup> July 2024



Dear Candidate,

Thank you for your interest in joining Glossopdale School. Glossopdale school is an oversubscribed 11-18 comprehensive secondary school which serves the Glossop community. We are a warm and caring school that has the highest expectations of students and ourselves, where every student is expected to work hard, behave well and contribute positively to the school community.

We exist to empower our students to find their purpose, develop high aspirations and thrive both academically and personally, to be the best that they can be. We provide a knowledge-rich curriculum which exposes students to powerful knowledge, places them on an ambitious pathway and develops the character traits needed to seize the opportunities that exist. Our core purpose is not merely finite 'success' for our students but for them to thrive - continually grow and flourish.

We are explicit about the culture we want to create and have clear ideas of the desired behaviours necessary for our students to succeed. At Glossopdale School, we maintain a relentless focus on the day-to-day actions, behaviours and routines within the school and adopt a disciplined approach to teaching students the right and successful ways to do things.

While with us, we encourage every member of staff to stretch themselves and we give everyone access to a wide range of learning and development opportunities. We are a research-based school with the aim to develop highly effective evidence-based practices including teaching, learning and assessment, where we collaborate as a whole staff to persistently improve our pedagogy and where we evaluate our practice habitually.

We have some of the best facilities in the area having fully rebuilt our school in 2018. This not only provides both staff and students with everything they can expect for modern teaching and learning, but also gives us exceptional environmental credentials.

I am extremely proud to be the Headteacher of Glossopdale School and consider it a privilege to be a part of such a vibrant and caring learning community. If you think this sounds like your sort of school, then we very much look forward to receiving your application to join us.

Debbie McGloin  
Headteacher

# Job Description & Person Specification

<b>JOB TITLE:</b>	First Aider & Administrator
<b>GRADE/SCALE:</b>	Grade 6
<b>SALARY:</b>	£20,615 - £21,008 per annum (Actual), £23,893 - £24,348 per annum (FTE)
<b>RESPONSIBLE TO:</b>	Deputy Headteacher: Student Culture
<b>WEEKLY HOURS:</b>	37 hours per week
<b>WEEKS PER YEAR:</b>	39

## BASIC JOB PURPOSE

To oversee the care of pupils who are unwell or injured. Assess first aid issues presented by pupils, staff and visitors, administering front-line first aid, taking appropriate action in the event of an emergency and communicating with staff and parents as necessary. In addition, be able to provide efficient, effective and confidential administrative support for the school.

## MAIN RESPONSIBILITIES

1	Act as first aider to attend to students who are feeling unwell or who are injured across the school buildings and site either in-situ or by responding to on-call requests or within the First Aid Office.
2	Administer first aid to students and staff within the first aid certification held by the post holder.
3	Maintain an awareness of the latest first aid techniques and procedures.
4	Maintain administration structures and procedures necessary to deliver an effective first aid service and delivery.
5	Take responsibility for stocks of school medical supplies (including emergency inhalers and epipens) and ensure first aid boxes, eye stations etc are maintained at all times, including first aid kits used for school trips, and all equipment is tested at the required intervals and is in good working condition.
6	Maintain Individual Health Care Plans for students, review regularly to ensure the register is kept up-to-date.
7	Monitor and maintain a register of students who have medicines in school ensuring that parental consent is obtained and recorded in line with government guidance and school policy for Supporting Pupils with Medical Conditions at School.
8	Supervise students in self-administering prescription drugs as necessary during the school day keeping accurate records as necessary.
9	To be responsible for the secure and safe-keeping of prescribed drugs in line with school policy and procedures.
10	To ensure all first aid administered is recorded in line with school policy and procedures.
11	To ensure pupil accidents and incidents are accurately recorded and that the Business Manager is informed immediately of any accidents potentially reportable under RIDDOR regulations.
12	Update the student records system with details of pupil accidents and any treatment given following the incident.

13	Ensure that the accident reporting procedure is completed by employees (or their representatives if appropriate) and line managers/supervisors following employee accidents, following up and chasing as necessary.
14	Ensure the Business Manager is informed immediately of any employee accidents that are potentially reportable under RIDDOR regulations.
15	Ensure accident reporting procedures are completed for any accidents involving contractors and visitors and that the Business Manager is informed immediately of any accidents which may be reportable under RIDDOR regulations.
16	Monitor trends in accidents and highlight to the Business Manager any concerns or potential issues.
17	Encourage students to return to lessons to maximise their learning time and not use the medical facilities for anything but a short time. Seek permission from SLT if a student needs to go home for medical reasons.
18	Ensure the Medical room remains in good working order and that cleanliness/maintenance issues are highlighted to the Premises team.
19	Keep both written and computer records secure and maintain confidentiality at all times.
20	Liaise with parents, staff and other outside agencies for students with ongoing medical conditions.
21	Assist the administration team as and when required providing confidential administrative support.
22	To arrange for vaccination sessions for the relevant age group of students in conjunction with the Communications Manager.
23	To carry out general duties related to the wider school operations, including but not limited to: <ul style="list-style-type: none"> <li>• Student supervision duties (e.g. at break or lunch) as directed by day to day or line management.</li> <li>• To be able to carry out basic First Aid as and when required to keep First Aid training up to date.</li> <li>• Contribute to School Improvement Plan targets.</li> <li>• Carry out general administrative tasks when required.</li> <li>• Take an active part in appraising their own work against agreed priorities and targets in accordance with the school's Performance Management processes.</li> </ul>
Notwithstanding the detail in this job description, in accordance with the School/Trust's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the main responsibilities of the job.	

## Trust expectations for all employees

- To comply with and uphold, in all respects, the Trust's code of practice on equality and diversity.
- To take appropriate responsibility and action for safeguarding.
- Act in accordance with the code of conduct and key policies including the Trust's Health and Safety Policy and Data Protection Policy.
- Demonstrate tact and diplomacy on all interpersonal relationships with the public, students, parents and colleagues.
- Demonstrate a commitment to continuous professional development.
- Participate in training and other learning activities and performance development as required.
- Assist with student needs as appropriate during the day.
- To undertake such other duties as the Trust Leader may require from time to time.
- Maintain professional standards at all times.

*This job description is not intended to be a complete list of all duties and responsibilities of this role. The post holder may be required to carry out other duties and related tasks, the responsibility level of any other duties should not exceed those outlined above.*

**Note:** *This job description will be subject of a review as part of the appraisal scheme on a regular basis and any part of it may be amended as a result of such a review or at any time after consultation with the post holder.*

## **CORE RESPONSIBILITIES FOR ALL TRUST EMPLOYEES**

### **Health & Safety**

All staff within The TRUE Learning Partnership are required to remain vigilant, observe all relevant Health and Safety policies and procedures, take reasonable care of their own and others' Health and Safety, report all accidents and incidents, and raise concerns through their line manager, the Director of Business & Operations, the site management team or another member of SLT as appropriate.

### **Equality & Diversity**

Staff employed by The TRUE Learning Partnership are expected to promote equality of opportunity for all students and staff, both current and prospective, and to support an environment that values diversity and respect. The TRUE Learning Partnership believes that all individuals are of equal value and we are committed to equal opportunities for all.

### **Data Protection**

All staff within The TRUE Learning Partnership have a responsibility to ensure that data they are responsible for is accurate and appropriate to the needs of the organisation, and that they are responsible for ensuring any personal data processed for any purpose or purposes in connection with their role in the Trust shall not be kept for longer than is necessary for that purpose or those purposes, in accordance with GDPR 2018.

## Role requirements

<b>Person Specification</b>		
<b>Student Services &amp; First Aid Assistant</b>		
<b>Selection Criteria</b>	<b>Essential/ Desirable</b>	<b>Assessment</b>
<b>Experience</b>		
Experience of administering basic First Aid	E	AI
Experience of using a variety of IT systems and packages	E	AI
Experience of using student records systems including the accurate input of data	E	AI
To have recent experience of working in the secondary sector of education	D	AI
<b>Qualifications/Training</b>		
First Aid qualification (or willingness to work towards and have the capacity to pass any associated assessments)	E	A
Good general education to GCSE or equivalent including Maths and English	E	A
A willingness to undertake formal training to obtain all the necessary skills and knowledge for the role	E	AI
<b>Knowledge/Skills</b>		
To have excellent communication skills	E	AI
To have experience of working in a demanding environment, remain calm under pressure and manage competing demands	E	AI
A high level of organisational skill, including the ability to work flexibly, independently and collaboratively to support the work of colleagues.	E	AI
Good IT skills including use of Microsoft Word and Excel.	E	AI
Good working knowledge of student records systems and databases	D	AI
Ability to maintain detailed and accurate records	E	AI
Knowledge of policies and procedures in relation to the administering of medication	D	AI
Knowledge of accident reporting requirements	D	AI
Knowledge of GDPR and legislation surrounding the safeguarding of children and being able to demonstrate commitment to the highest standards of child protection	E	AI
<b>Behavioural Attributes</b>		
Able to prioritise work and manage multiple tasks and projects simultaneously	E	AI
Able to deal with sensitive information in a confidential manner	E	AI
Flexibility and willingness to adapt to changing needs of the school	E	AI
Ability to remain calm and work well under pressure	E	AI
Approachable and friendly approach, patient and understanding of pupils' needs	E	AI
Has a sense of humour particularly when facing difficult and challenging situations	E	AI
<b>Other</b>		
Suitability to work in an environment where you will be responsible for promoting and safeguarding the welfare of children and young people	E	AI
Enjoys seeing young people learn in a positive climate and is committed to ensuring all students are supported in making progress	E	AI
Committed to own personal and professional development	E	AI

**Assessed by:**    A = Application form    I = Interview    R=Reference

## **Safeguarding & Child Protection**

The TRUE Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and adhere to, and comply with, the Trust's Safeguarding and Child Protection policy and procedures at all times.

Notwithstanding the detail in this job description, in accordance with the Trust's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher from time to time, up to or at a level consistent with the Main Responsibilities of the job.

*The TRUE Learning Partnership is an inclusive Equal Employment Opportunity employer that considers applicants without regard to gender, gender identity, sexual orientation, race, ethnicity, disabled or veteran status, or any other characteristic protected by law. We welcome applications from all individuals regardless of individual background or circumstance.*

*The TRUE Learning Partnership is committed to safeguarding and promoting the welfare of all children and young people and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people.*

*The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance including an online check. Employment will also be conditional on the receipt of at least two acceptable references (one of which must be from the current/latest employer) and evidence of the formal qualifications required for the role.*

## **Key information regarding the application process**

### **To apply**

Applicants are requested to submit a completed application form via My New Term

### **Closing date**

Closing date for applications: 9am on Monday 15<sup>th</sup> July 2024

Interviews will take place during W/C 22<sup>nd</sup> July 2024

## Our vision and values

Our vision for Glossopdale School is very simple - to aspire, endeavour and thrive together.

We aim to deliver this through an understanding of what is expected of each and every one of us - staff and students. We achieve this as a staff body through good communication, clear expectation and working together.

We inspire the students to understand and personally act on our vision by breaking this down into a clear message. We feel these values are encapsulated by the acronym THRIVE. Each of the letters stand for a character trait we want to see our students develop during their time at Glossopdale School.

<b>T</b>	<b>H</b>	<b>R</b>	<b>I</b>	<b>V</b>	<b>E</b>
<b>Tenacity</b>	<b>Hard Work</b>	<b>Responsibility</b>	<b>Independence</b>	<b>Visionary</b>	<b>Excellence</b>

We are able to use this in all our interactions with our students to help them build the skills and traits to enable them to aim high and achieve their potential. We firmly believe that strength of character is the fundamental cornerstone of academic success.

## Our students

As a new school where all age groups are together we expect everyone to make a contribution.

Students readily volunteer to represent our school in many ways: welcoming visitors; outreach work with local primary schools; work experience; voluntary and charitable work and much more. Everyone has something to offer and we celebrate our students' generosity, maturity and willingness to help.

Students are encouraged to aim high—in their work, conduct, attendance, punctuality and dress. We expect them to achieve their best and to take responsibility for their own learning, working independently and collaboratively. We aim to meet our learners' needs in a rich and varied way.

We listen to the student voice and we encourage them to become involved in the work of the school. The health and well-being of our students is important and we endeavour to support their emotional, social and moral development to enable them to flourish. Working with a range of professionals, we listen to and guide young people throughout this time in their lives.

We are very proud of our school community and expect our students and their families to join with us in this pride and embrace our values and aspirations for all.



## **Our staff**

We are exceptionally proud of our staff and the dedication they display every day to support our students to reach their potential. Whether a member of our Leadership Team, Teaching Staff or Support Team – all have a vital role to play in providing an environment where all can achieve.

New Staff joining us will have a full induction and will be paired up with an existing member of staff to support them in their first few months of employment. The induction process is for all staff and is tailored to the needs of each individual. New teachers at the start of their teaching career are well supported through the ECT and RQT process and we are pleased that many staff have stayed with us throughout their teaching careers, enhancing their skills and developing their pedagogy through our ongoing training offer.

Staff Wellbeing is a priority for us as we aim to support all of our staff to enable them to support all of our students. The headteacher takes the lead for this area and the need to manage workload and work smarter is a key focus. Student and Staff Committees focus on welfare and wellbeing for all, with further external specialist guidance and support provided by The TRUE Learning Partnership

## **Our curriculum**

The quality of teaching and learning is our priority. We want our students to gain satisfaction through hard work and engagement with their studies. We know that a determined focus on excellent progress and grades will take them to Post-16, University and beyond.

We have a flexible personalised curriculum which provides for the needs of all our students. Traditional GCSE subjects in English, Maths, Sciences, Humanities, Languages, Arts and Technology sit side by side with some more vocational and technical courses in Sport, Performance, Social Sciences, Business and Catering. Targets are set and progress is closely monitored.

Year 7 to 9 students follow a core curriculum. This includes: English, Mathematics, Science, Technology, Humanities, Art, Music, Dance, Drama, Computer Science, Physical Education and a language.

In Year 10 and 11 students have the opportunity to design a curriculum matching their interests and skills. Those who are especially talented in one or several areas may have the chance to accelerate their learning. Students can choose purely academic pathways or routes that are work related, such as Design Technology & Catering as well as a range of BTEC subjects such as Sport, Business studies and Health and Social care.

The curriculum is designed to give every student the best possible chance of leaving Glossopdale School with strong qualifications and high aspirations.

Across all subjects, we want students to be excited and enthused, to express themselves confidently and eloquently and to rigorously expect the best academic standards of themselves.

## Why work for the Trust?

TRUE Learning is a community based, values focused, cross phased multi academy trust based across Cheshire and Derbyshire. All five academies in the Trust are closely located to one another which lends itself to many opportunities to work closely and collaboratively. Our vision is a community based, values focused, learning organisation that meets the needs of all its members so that all will achieve. By working within our community clusters, we will ensure that every child that is presented to us at the age of 3 is the best they possibly can be by the time they leave us at 18.

All our schools have excellent road links from the M56, M60, M67, A6, A34 and A57 and nearby railway stations of Poynton, Hadfield, Disley, and New Mills Central. For those travelling from further afield, both Stockport railway station on the West Coast mainline and Manchester Airport are both nearby.

We are exceptionally proud of our staff and the dedication they display every day to support our students to reach their potential. Whether a member of our Leadership Team, Teaching Staff or Support Team – all have a vital role to play in providing an environment where we can provide world class education where all can achieve.

We offer highly competitive salaries, pension scheme membership, free on-site parking and regular social events. All staff are able to access discounted gym memberships and other negotiated benefits across the Trust.

The Trust provides an Employee Assistance Programme through Health Assured which offers a wide range of services including legal and wellbeing support for employees and their families.

The Trust places at the heart of its development a commitment to high quality professional development for all staff who join the Trust. The CPD@TTLP programme enables all of our staff to access development opportunities across the Trust. Future goals and aspirations are supported through this programme to ensure that all staff are able to develop and achieve their own personal goals.

Staff wellbeing and providing a positive and healthy working environment is a key priority for us, as supporting all of our staff enables them to support all of our students. Our Director of Health and Wellbeing leads this key area working with senior staff across the multi academy trust. We are very pleased that our commitment to staff wellbeing has been recognised by the Valued Worker scheme which offers accreditation to workplaces where staff feel valued.

We are also committed to supporting mental health in the workplace by training a number of teaching and support staff across our Trust to be Mental Health First Aiders and through our work with the Time to Change programme which aims to end mental health discrimination in the workplace.



## Information about our academy schools



### Poynton High School

We are a very special school where the whole school team passionately believe in creating a school that truly meets the needs of all in our learning community. This is embodied in our mission statement which serves to guide us in the long-term planning for our school.

“We will inspire and empower all in our learning community to fulfil their individual potential and ambitions so that all are able to be active and successful citizens in our global society”

This can be summed up in three words, INSPIRE ACHIEVE CELEBRATE and is applied to every aspect of our work. We aim to inspire our young people in all of our work so that they may achieve their full potential and at the heart of this lies a truly celebratory culture; we aim to inspire our team, so that you can achieve, and we celebrate every achievement for everyone - staff and student. (Matthew Dean, Head Teacher)



### Lostock Hall Primary School

We are a growing (205 students) Primary School, serving children from the age of 3 to 11. We are a safe, stimulating and friendly school which provides an inclusive, calm, caring and productive learning environment. Our aim is to challenge and support each other and every child to help them realise their potential and to make a positive difference to their lives. Children leave Lostock Hall Primary school very well prepared for their future learning at secondary school and beyond.

Through our guiding principles of Be Ready, Be Respectful and Be Safe we deliver a carefully designed curriculum which progressively meets the needs of our children through fun learning and leads to excellent outcomes. (Graham Hamilton, Head Teacher)



### Disley Primary School

Our school is a very special place to be. We pride ourselves on being a happy, caring school where each child is valued as an individual. We aim to provide a stimulating learning environment which allows every individual to fulfil his/her potential.

We constantly seek exciting ways of delivering both the Foundation Stage and National Curriculum requirements, along with opportunities for social and moral development. Our children are at the heart of everything we do. (Jake Nicklin, Headteacher)



## **Glossopdale School**

Our School is a warm and caring community for all of our students, from when they join us in Year 7 to when they leave us in Year 13. We are a school that has the highest expectations of students and ourselves, where every student is expected to work hard, behave well and contribute positively to the school community.

Our core purpose is to support students of all abilities and backgrounds to develop high aspirations and achieve their potential. We do this by nurturing and building ambition for our students, we open opportunities, broaden horizons and introduce challenges ensuring everyone can thrive, both academically and personally, to be the best that they can be.

We are in the very fortunate position to work within a new purpose-built school which opened in September 2018. This has benefitted staff and students in so many ways. Our students learn in a modern, open and inclusive environment which has been designed to reflect and compliment the local landscape. (Debbie McGloin, Executive Head Teacher)



## **Hague Bar Primary School**

Here at Hague Bar Primary School, we have worked hard to develop a school which provides an excellent education by helping each child to achieve her or his full potential. Our skilled staff foster a happy and caring atmosphere, where children can succeed through our personalised learning process, ensuring no child is left behind.

The origins of Hague Bar Primary School stretch all the way back to 1854, with a school which was in existence at the Strines Print Works. Hague Bar Primary School is just inside the Derbyshire border. It lies between the town of New Mills in Derbyshire and Strines in Cheshire. The school is situated on the edge of the countryside and enjoys stunning views of fields and distant hills.

We are proud of, and celebrate, the achievements of our children, both in and out of the classroom, and we are here to help your child make the most of their potential. (Karen McCurdy, Head of School)

# TRUE LEARNING PARTNERSHIP: SCHOOL LOCATIONS



Our partnership of primary and secondary schools is located to the south-east of Manchester, close to the natural beauty of the Peak District National Park.

All our schools have excellent road links from the M56, M60, M67, A6, A34 and A57 and nearby railway stations of Poynton, Hadfield, Disley, and New Mills Central.

For those travelling from further afield, both Stockport railway station on the West Coast mainline and Manchester Airport are both nearby.

## Trust Safeguarding Statement

TRUE Learning (TL) recognises the important role that our schools and their staff have in the wider safeguarding system for children. **ALL** staff have a responsibility to provide a safe environment in which children can learn. TTLP fully adopts statutory guidance "Keeping Children Safe in Education" (September 2023).

### Keeping Children Safe 2023

The TRUE Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our schools are a safe place for children, where our responsibilities for safeguarding children are taken seriously. As a Trust, we are responsible for ensuring that all our schools have thorough and robust child protection and safeguarding policies and procedures.

Should you have safeguarding concerns regarding any pupil at any of our schools, please speak to one of the Designated Safeguarding Leads at that school. Full details of key contacts for safeguarding in each of our schools is listed below.

TTLP's Designated Safeguarding Officer is Catherine Holyland, Deputy Head Teacher at Poynton High School. If you wish to contact her directly please e mail [Cholyland@truelearning.org.uk](mailto:Cholyland@truelearning.org.uk)

TTLP's Trust Board safeguarding representative is Lucy Monk. If you wish to contact her, please e mail [info@truelearning.org.uk](mailto:info@truelearning.org.uk) stating that the e mail relates to a safeguarding issue.

Our schools' Local Governing Bodies are regularly updated about child protection, bullying and safeguarding policies and practices by the relevant school Head Teachers, and other members of the Senior Leadership Team. This information is reported to the Trust Board.

For further details on roles and responsibilities, and recording information regarding Safeguarding, please see the Safeguarding Policy and Procedures documents held by each school in our Trust.



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