



Chipping Sodbury School

Respect, integrity, aspiration and responsibility



**First Aider &
Reprographics/Clerical
Assistant
Recruitment Pack**





Welcome to the Athelstan Trust.

Our Multi-Academy Trust is an organisation in which children, staff and parents can feel part of a caring, collaborative and excellent community.

We are a Multi-Academy Trust of five secondary schools and two primary schools in Wiltshire, Gloucestershire and South Gloucestershire. Established in 2015, the Athelstan Trust aims to achieve the best for, and from, each child. We intend to enable each child to realise their full academic, creative and physical potential and to develop positive social and moral values.

Believing that successful schools are rooted in their local community, we respect and value the individual nature and ethos of our schools while knowing we are more effective when we work together and support each other. Celebrating spiritual and creative diversity, success, and lifelong learning is important to us. We are inclusive and collaborative and promote a culture of openness and integrity.

We are absolutely committed to raising educational standards for all the children in our schools. We believe in developing the talents and skills of all our staff and students.

We seek applicants who share our vision and values.

We look forward to receiving your application.

Best wishes,

A handwritten signature in black ink that reads "Tim Gilson".

Tim Gilson
Chief Executive Officer
The Athelstan Trust





Our Philosophy as an Employer

The Athelstan Trust is absolutely committed to raising educational standards for all the children in our schools. In order to do this, we need to recruit the best staff who are committed to our vision and values.

We aim to be the employer of choice in our area and genuinely believe that all roles in our organisation can be carried out within a flexible working model. Working in schools should be seen as part of a rich, fulfilling life and not a barrier to it. We will always consider a flexible working option for every post.

We understand that we need to support staff to achieve our goals and have in place a professional development programme that offers internal and external opportunities to develop the talents and skills of all our staff.

Why work for us?

- Internal career opportunities
- Personalised professional development and training
- Employee Assistance Programme
- Flexible working opportunities and a genuine commitment to family and work/life balance
- Nationally negotiated cost of living pay
- Automatic enrolment to the teacher or local government pension schemes
- Generous holiday allowance for support staff
- Recognition of local government continuous service
- Cycle to Work Scheme
- Discounts at local leisure centres





Dear Applicant,

Thank you for your interest in this post. I am delighted to introduce you to Chipping Sodbury School and do hope that you will find this application pack along with our website helpful. I know that this information will convey to you the immense sense of pride that we hold for our school and our community.

Chipping Sodbury School is an institution built on strong core values. Developing Aspiration, Respect, Responsibility and Integrity are at the heart of all that we do both for our students and our colleagues. It is these values which have developed so many young people and staff over the years and provided them with the opportunities to develop and grow into successful individuals within the local community and beyond. The origin of the school dates back to the Middle Ages when the school was set up as an Endowed School to provide free education for the townspeople. It has gone through many transformations since then which have involved it becoming a Grammar School, a Comprehensive School in 1970, a Cooperative School in 2013 and now a partner school within The Athelstan Trust. Whilst there have been changes over the years, the history remains central to the school's values and ethos. The Endowed Foundation still provides support for students and is an important part of the school.

We believe in providing students with the very best opportunities through achieving the strongest educational outcomes as well as ensuring we develop their character and sense of self. To do this we have the highest of expectations in all that we do for our young people. This spans from a commitment to challenging and engaging lessons to clear expectations around student conduct and an emphasis placed on kindness and respect.

We are passionate about collaboration both across the Trust and beyond. The school has strong links with the local primary schools and we have a long standing partnership with a local secondary school to provide high quality Post-16 education through the high achieving Cotswold Edge Partnership. The school retains a Sixth Form on site and students from across the partnership access the very best of teaching at Chipping Sodbury School as well as at Brimsham Green School. This partnership not only supports students in a broad and balanced curriculum, but also is key in providing staff with professional development and the opportunity to teach A Level and Applied General qualifications.

Our school is located on the edge of the Cotswolds, close to both Bristol and Bath and has great access via the M4 motorway which provides strong options for commuting for staff. This has resulted in Chipping Sodbury being able to recruit some of the best professionals from across the region. It also provides great opportunities for student learning outside of the classroom. Experiences such as theatre visits, outdoor education, musical experiences and exploration of the arts is central to the wider curriculum.





In April 2021, Chipping Sodbury School joined The Athelstan Trust. A great deal of research and deliberation had gone into this strategic decision. Governors and school leaders were committed to join a multi-academy trust whereby values aligned and there is a culture of genuine collaboration with a focus on school improvement and mutual support. We have been delighted with this move which has already reaped many benefits, including broadening professional development opportunities for staff and securing a wide range of enrichment openings for students. You will find further information about The Athelstan Trust [here](#).

Thank you for your time in exploring this role at our fantastic school. I look forward to receiving your application.

Rob Skipp
Headteacher
Chipping Sodbury School





JOB DESCRIPTION

POST: FIRST AIDER & REPROGRAPHICS/CLERICAL ASSISTANT

REPORTING TO: DEPUTY HEADTEACHER

SALARY: NJC SCP 5 TO SCP 6 (£24,790 - £25,183 PRO RATA)

GENERAL DESCRIPTION OF THE POST:

To be the main First Aider staffing the first aid room and to be responsible for reprographics of teaching and administrative resources.

Main duties:

1. To staff the first aid room, taking care of injured/sick students and making contact with home where appropriate.
2. To liaise with relevant staff when there are more complex health needs of students who may require regular care, eg, a student with diabetes.
3. To maintain knowledge and skills as a basic first aider. Training will be provided.
4. To be responsible for the administration of the school's reprographics needs. Such duties will include:
 - Photocopying and collation of key documents.
 - Administering photocopy requests for financial purposes to ensure different budgets are charged accordingly in liaison with the Finance team.
 - Monitor the use of paper, card and related materials which are used for reprographics to ensure supplies are ordered and stocks are well maintained.
 - Liaise with the Finance Team when orders need to be placed.
 - Shredding confidential/sensitive documents.
 - To liaise with key members of staff, eg Heads of Faculty and the Examinations Officer to ensure all internal assessment and examination papers are printed and ready in advance of an assessment period.
 - Liaise with photocopying engineers regarding maintenance issues.
5. To be responsible for arranging refreshments for internal meetings.
6. To develop positive working relationships with outside agencies, particularly engineers for the photocopiers to ensure equipment is well maintained.
7. Maintain effective and efficient administrative systems related to reprographics and logging first aid incidents.
8. To run a second-hand uniform 'shop', co-ordinating lost property and sales of second-hand uniform to parents/carers.
9. Provide general clerical/admin support to the admin team as required.
10. To support the school's core values of responsibility, respect, integrity and aspiration.

THE ATHELSTAN TRUST



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11. To take responsibility for continuous professional development and to attend appropriate training courses and INSET days.
12. Any other duties as may be required and which are commensurate to the post.

Dimensions:

- The role involves personal interaction with staff, students and parents/carers.
- Responsibilities are undertaken in specified offices and are subject to interruption.
- ICT capability is essential.
- Considerable accuracy and attention to detail is required

Job Context:

The post holder plays an important role in the day-to-day running of the school, including the production of administrative and teaching resources plus maintaining a standard for first aid.

Supervision:

The post holder is line managed by the Deputy Headteacher.

Problems and Decisions:

Applying specialist skills and knowledge and demonstrating a high level of initiative, in seeking to resolve relevant queries/problems which may arise. Decisions will be regularly required regarding points of referral for issues which may arise.

Contacts:

Frequent confidential personal, telephone and written contact with:

- Members of staff
- Students
- Parents/carers

Physical Effort:

Working in a normal office environment. No specific requirements. Physical assistance will be provided should the wheelchair be required.

Working Environment:

Most work will be undertaken in designated personal office spaces as appropriate.

Equipment:

Computer and other office equipment including photocopiers and laminator.





General:

This job description sets out the main duties of the post and does not describe in detail all tasks required to carry them out. It is assumed that other duties of a similar level/nature undertaken within the school are not excluded because they are not itemised.

The duties of this post could vary from time to time as a result of new legislation, changes in technology or policy changes; appropriate training will be given to enable the post holder to undertake this new/varied work. Variations may include temporary duties in the absence of other staff to ensure the smooth running of the school's administrative system.

Special Notes or Conditions:

1. The post holder will be subject to an Enhanced Disclosure & Barring Service check to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act and all convictions or cautions must be declared.
2. The post holder has a responsibility to promote and safeguard the safety and welfare of children in accordance with the school's child protection policy.

The Athelstan Trust:

There is an expectation of collaboration and resource sharing with other colleagues across the Trust.





PERSON SPECIFICATION

FIRST AIDER & REPROGRAPHICS/CLERICAL ASSISTANT

	Requirement	Essential or Desirable
Qualifications, Knowledge & Experience	<ul style="list-style-type: none"> • Good general education to GCSE or A level or equivalent, with good level of literacy and numeracy • Experience of first aid in a school environment • First Aid qualification (training will be provided as necessary) • Defibrillator training • Experience of using SIMS database • Experience of working in an education setting • Experience of working in document production 	<p>Essential</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p>
Skills/Abilities	<ul style="list-style-type: none"> • Ability to maintain detailed and accurate records • Good written and oral communication skills • Excellent organisation/administrative skills and the ability to meet deadlines • Good IT skills • Excellent interpersonal skills • Ability to remain calm in stressful situations • Ability to work collaboratively and positively as part of a team • Ability to work flexibly to support others and respond to unplanned situations • Ability to work under own initiative and with minimum supervision • Ability to prioritise and work comfortably in a busy environment with repeated interruptions 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
Work Related Circumstances	<ul style="list-style-type: none"> • Commitment to continuous professional development • Commitment to equal opportunities • Willingness to engage with and support Chipping Sodbury School as a whole • Commitment to the school’s core values of Respect, Responsibility, Aspiration and Integrity 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>

