



GREENSHAW
LEARNING TRUST



COMMITTED TO
EXCELLENCE

GREENSHAW HIGH SCHOOL



**Principal First
Aider & Admin
Assistant
Recruitment Pack**

**ALWAYS
LEARNING**

A Warm Welcome from the Headteacher

Dear candidate,

Thank you for your interest in joining Greenshaw High School. This is a truly unique opportunity to join our community and ensure that our vision of increasing the life chances of our students continues, both within our school, and across the Greenshaw Learning Trust.

Greenshaw is a highly over-subscribed 11 to 19 mixed comprehensive secondary school and sixth form situated in Sutton, South West London. There are currently 1900 students on roll, with over 200 staff providing teaching, pastoral care and other support across the school. We are a successful and popular school with an established record of nurturing high levels of attainment in its students. We provide a first rate-teaching environment that challenges all students to achieve their very best and an individual pastoral support programme to guide them in this endeavour.

At the heart of our enterprise are our core values, with their emphasis on equality of opportunity, respect for others and the value of learning. Upon these foundations we have built a thriving educational establishment, where students have flourished and continued to study a wide range of subjects at some of our country's most prestigious universities.

Our staff play an integral part in the achievements of the school and its students. Should you join us, you will work alongside an exceptionally committed and professional staff, guided by experienced middle leaders who will equip you with the support, training and resources you require to become the very best in your chosen area.

I would encourage you to visit the school's website www.greenshaw.co.uk to find out more about our school. We do welcome visits prior to application. If you would like to arrange a visit or if you would like any further information, please contact the school's HR team at recruitment@greenshaw.co.uk.

If you feel that you have the skills, experience and drive to help support the school's vision and its students then please do read on. We are ambitious about diversity and inclusion and very much look forward to receiving applications from candidates whose personal qualities and values reflect those in the person specification and whose experiences place them in a strong position to deliver the challenges set out in the job description. We encourage applications from candidates regardless of age, disability, gender identity, sexual orientation, pregnancy, marital status, religion, belief or race.

I look forward to welcoming you in person at Greenshaw High School soon.



Yours sincerely,



Nick House, Headteacher

Greenshaw Learning Trust – ‘Always Learning’

The Greenshaw Learning Trust is a successful multi academy trust that provides high quality comprehensive, non-selective and inclusive education. The Trust is committed to meeting the needs of every student and our schools offer a broad curriculum and wide range of special needs provision in a welcoming and challenging environment.

We are extremely proud of our success, but we are not complacent. We believe that we can – as an academy trust, as schools and as individuals – always improve. We believe that we are all ‘Always Learning’.

Each school in the Greenshaw Learning Trust is led by its own leadership team and a local governing body, which have the support of the wider Trust to help them achieve their objectives for their school. Being part of the Trust provides our schools with an effective structure to ensure that they achieve real benefits from collaboration and receive the support that they need. Our culture of trust and openness fosters mutual support and continual improvement.

School-to-school collaboration is enabled by regular contact between school leaders and joint training and development, supplemented by a shared service team of specialist pedagogical and support service experts. Our shared services provide a wide range of effective, rapid and flexible support, advice and guidance to our schools, including curriculum support, staff training and development, admissions, attendance, behaviour, safeguarding and SEND, family liaison, therapies, data management, estates and facilities, finance, HR, catering, and governance.

From its establishment in 2014, the Trust has grown significantly and currently employs around 2,150 people and educates over 14,000 students. We have approval to open a new secondary school and secondary special school in South London and we are planning to grow further over the coming months and years.

The Greenshaw Learning Trust Mission Statement

We are ambitious for our schools and their students. We believe that there is no ceiling on what can be achieved by anyone, regardless of their circumstances or background.

We are committed to providing a supportive and inclusive learning environment, giving every young person the opportunity to fulfil their potential now, and in the future.

We seek to realise the power of individuals and organisations working together in collaboration whilst retaining their individuality, and we recognise that we can always improve.

Greenshaw Learning Trust Employee Benefits

The Greenshaw Learning Trust recognises its employees as its most important asset and are aware that the quality and commitment of employees is critical to success. All employees are offered the following benefits:

Cycle to Work scheme

You can make huge savings on a bike and permitted accessories when you sign up to the Cycle to Work scheme through the Greenshaw Learning Trust. Your Cycle to Work scheme will be implemented via a salary sacrifice arrangement whereby you agree contractually to a regular reduction from your gross salary to cover the cost of the bike and accessories, therefore making tax and National Insurance savings.

Gym Discounts

As an employee of the Greenshaw Learning Trust, you can benefit from discounts at over 2900 gyms, health clubs, leisure centres, yoga studios, boot camps and outdoor activities across the UK. Even if you are currently a member at one of the listed gyms, you may still be able to benefit from a corporate discount.

Employee Assistance Programme

Life – there's a lot to juggle. Work, family, relationships, finances, health, the list goes on. Sometimes, meeting the demands of your work and personal life can be a real challenge. As your employer, we recognise this and therefore feel it is important that we provide you with an Employee Assistance Programme (EAP) to help take the strain when you need some extra support. Your EAP can save you time, and help reduce stress and anxiety, improving your well-being and freeing you up to focus on other things.

My Health Programme

This scheme offers physiotherapy, counselling, nutrition and lifestyle coaching and clinic based assessments. All services are chargeable but are offered at a competitive price.

Eye Care Voucher Scheme

The Greenshaw Learning Trust is committed to fulfilling responsibilities for the health, safety and welfare of its employees. Eye tests will be provided to ensure users can comfortably see the screen and work effectively without visual fatigue. If a DSE user requests an eye test, the Trust will provide one. If the test shows that the user requires glasses specifically for DSE work, the Trust will cover the cost of these glasses.

Green Car Scheme

The Greenshaw Learning Trust is delighted to introduce Tusker, a salary sacrifice scheme that offers its staff the opportunity to offset salary in exchange for a brand new electric or hybrid car. The scheme will contribute to the GLT commitment to reducing emissions and improving its carbon footprint. A fixed monthly amount is taken directly from your gross salary and in return you have the use of a new car.

Principal First Aider & Admin Assistant

Start date: December 2021; Permanent contract

**NJC Pay Scale (Outer London) 3/4 points 5 - 10, £19,516.49 -
£21,340.14 (actual) per annum**

36 hours per week, term time plus two weeks

This is an excellent opportunity for a highly motivated and committed individual to join Greenshaw High School as our Principal First Aider & Admin Assistant. The successful candidate will deliver the health and first-aid provision for the students and staff of the school in line with the First Aid Policy, including preparing and maintaining up-to-date Health Care Plans for relevant students, supporting with the health education and vaccinations programme within the school, and having overall responsibility for student reception and its students. For the right candidate, this is a fantastic opportunity to join our school to make a difference to the lives of our students.

Working Hours

The normal working hours will be 36 hours per week, however flexibility and the ability to work outside of the normal working hours is required. Typically, the working pattern will be:

Monday to Thursday	08:30am – 16:30pm
Friday	08:30am – 16:15pm

The above hours include a daily, unpaid break of 45 minutes.

The post-holder will be contracted to work term time plus two weeks.

Holiday Entitlement

The annual holiday entitlement is 24 days, subject to the completion of six month's service. This will increase to 27 days on completion of five year's continuous Local Government Service. As this is a term time post, payment for holiday entitlement is inclusive within the salary.

Salary

Salary on appointment will be determined subject to experience and qualifications. Salaries are paid monthly on the last working day of each month.

Local Government Pension Scheme

The successful candidate will automatically become a member of the Local Government Pension Scheme. Details of the Local Government Pension Scheme are available from the website: <http://www.lgpsmember.org>.

Probationary Period

New employees will be required to complete a six-month probationary period.

Disclosure Check

This appointment is subject to the receipt of a satisfactory Disclosure and Barring Check.

Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975

This post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Applicants are, therefore, not entitled to withhold information about convictions, which for other purposes are “spent” under the provisions of the Act, and, in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the Authority. Any information given will be completely confidential and will be considered only in relation to any application for positions to which the Order applies.

Occupational Health

The appointment is subject to satisfactory Occupational Health clearance.

General

Conditions of service, including provision for holiday allowances, holiday pay, sick leave and sick pay allowances, will be in accordance with the award of the National Joint Council for Local Authorities, Administrative, Professional, Technical and Clerical Services.

Principal First Aider & Admin Assistant - Job Description

The Principal First Aider & Admin Assistant will deliver the health and first-aid provision for the students and staff of the school in line with the First Aid Policy, including preparing and maintaining up-to-date Health Care Plans for relevant students, supporting with the health education and vaccinations programme within the school, and having overall responsibility for student reception and its students.

The Principal First Aider & Admin Assistant will be accountable to the School Office Manager.

The main duties and responsibilities will include:

Main Responsibilities

- Being the first point of contact for all instances that arise in school for students and staff requiring first aid assistance;
- Being responsible for student reception and supporting the students that report to it;
- Ensuring that the first aid room is prepared daily and all related equipment and supplies are suitably maintained;
- Ensuring that the automated CPR machine held in the school office is working and that the batteries are replaced on a regular basis;
- Responsibility for storing, recording and issuing student medication;
- Liaising with the School Immunisation team with regards to immunisations and medicals etc., including distributing, receiving reminders and consent forms;
- Contacting parents/carers if a student needs to go home, adhering to school procedures during the process;
- Informing the Headteacher of any life-threatening medical issues relating to students or staff;
- Reporting to Heads of Year any medical conditions or circumstances causing concern (e.g. excessive visits to the first aid room, suspected bullying);
- Reporting wellbeing issues to a member of the Safeguarding team;
- Reporting sensitive, controversial or personal issues to the relevant members of staff;
- Maintaining the first aid log and sending reports to relevant members of staff;
- Preparing and reporting all accidents/incidents, in line with legislation;
- Providing a full trend analysis on all accidents/incidents for inclusion during Health & Safety meetings;
- Maintaining up-to-date Health Care Plans for all relevant students, involving attend and participating in meetings, as required;
- Producing medical reports and risk assessments for school visits.

General Responsibilities

- Providing administrative support within the School Office, ensuring that a professional and efficient service is provided at all times. This includes, but is not limited to:
 - Responsibility for student reception and supporting its students;
 - Answering the phone;
 - Liaising with visitors;
 - Distribution of both internal and external post;
 - Administrative support with the office inbox and school mail merge requests;
 - Providing cover on main reception or other areas, as and when required due to absent colleagues.

- Being responsible for keeping up to date with the requirements of the role, by attending appropriate INSET and meetings, and keeping abreast of changes in legislation;
- Being aware of and complying with policies and procedures relating to child protection, equal opportunities and race equality, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person;
- Undertaking any other duties commensurate with the post as may be required by the Headteacher.

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified.

The job description, in consultation with the post holder, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Principal First Aider & Admin Assistant - Person Specification

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Shortlisting is carried out on the basis of how well you meet the requirements of the person specification. **When you complete your statement of suitability, you should mention any experience you have had which shows how you could meet these requirements.**

	ESSENTIAL	DESIRABLE
Education, Qualifications and Training	<ul style="list-style-type: none"> • A recognised first aid qualification including more specific defibrillator, Epipen etc. training • Educated to at least GCSE grade C standard (or equivalent) in English and Mathematics • Willingness to undertake induction and ongoing training 	
Experience and Knowledge	<ul style="list-style-type: none"> • Previous experience of working in a healthcare profession, particularly with people with mental health needs, and in particularly working with children • Working knowledge and understanding of safeguarding and wellbeing issues in relation to young people • Previous experience of working in a busy office environment • Experience of school data & information systems in a school environment (SIMS) 	<ul style="list-style-type: none"> • Working knowledge of SIMS software package • Experience of working in a school or similar establishment

	<ul style="list-style-type: none"> • Practical experience of word processing, excel, e-mail and other office electronic applications • Ability to produce statistical data in a spreadsheet format • Ability to analyse and interpret data 	
Aptitude and Skills	<ul style="list-style-type: none"> • Ability to show compassion and sensitivity to colleagues and students when dealing with incidents • Efficient, accurate and excellent attention to detail • Ability to show initiative and work under pressure, multi-task and work to strict timelines • Ability to work flexibly to support others and respond to unplanned situations • Excellent organisational skills • Excellent IT and data inputting skills e.g. Word, Excel • Good verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students, other professionals and visitors/callers • Ability to work constructively as part of a team, understanding school roles and responsibilities • Ability to follow direction from a number of different staff and prioritise where necessary • Ability to build and form good relationships with colleagues • Ability to effectively operate a range of IT equipment and other resources • High standard of numeracy and literacy skills • Ability to absorb and understand a wide range of information 	<ul style="list-style-type: none"> • Ability to use initiative to improve processes
Additional Requirements	<ul style="list-style-type: none"> • Able to appropriately deal with confidential information 	



	<ul style="list-style-type: none">• Desire to enhance and develop skills and knowledge through CPD• Demonstrate a commitment to safeguarding and the highest standards of child protection• Recognition of the importance of personal responsibility for Health and Safety• Commitment to the school's ethos, aims and its whole community	
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The Application Process

How to Apply

To apply for a staff vacancy, please register for an online account to complete the application form. The recruitment process is managed through your online account and you will be kept up to date with the progress of your application.

The completed online application form should be accompanied by a statement of suitability of no more than two sides of A4. In the application form and personal statement, you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples which support your application. CVs should not be submitted.

Applications must be received no later than **09:00am on Friday 5th November 2021**. Applications received after the deadline will not be considered.

Please note: the school reserves the right to close the vacancy early in the event of a large number of applications.

Shortlisting

Shortlisting will be finalised **shortly after the closing date**. Shortlisted candidates will then be invited by email to attend an interview. Please make sure that you have clearly indicated an email address on which you can be reached. References will be taken up after shortlisting if consent has been provided.

Interviews

Interviews will be held **shortly after the closing date**. The interview process will consist of an interview task and a formal interview.

Feedback

Unsuccessful shortlisted candidates will have the opportunity for professional feedback during the week following the interviews.

Additional Information

For further information, please contact the school's HR team at recruitment@greenshaw.co.uk.

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS and barred list check.