



INFORMATION FOR CANDIDATES

Huxlow Academy Lead First Aider

27.5 hours per week: 39 weeks a year

Monday to Friday 09:15 - 14:45/09:00 - 15:00

Remuneration: Grade E: Pts 4 – 5 FTE £23,114 - £23,500/Actual £14,776 - £15,022



"Tove Learning Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work."

www.tovelearning.org.uk

WELCOME FROM KIM ISAKSEN

Headteacher, Huxlow Academy



Huxlow Academy, located in Irthlingborough, East Northamptonshire, is a medium-sized 11-18 Secondary Academy known for its inclusive ethos and commitment to providing the very best opportunities for our diverse student body. The strong bonds between students, staff, and the wider community make Huxlow Academy a truly rewarding and fulfilling workplace. If you are passionate about making a positive impact on young lives and thrive in a supportive team environment, I encourage you to apply.

We are currently embarking on an exciting phase of rapid improvement, driven by our unwavering commitment to excellence. Our core values of Respect, Ambition, and Pride guide us in our pursuit of continuous improvement and inspire us to set high standards.

We are committed to creating a learning environment that promotes excellence, encourages innovation, and supports risk-taking. Our teaching staff engage in ongoing professional development to ensure they are equipped with the latest research and teaching methodologies to enhance student learning experiences. Professional Learning and Development are integral to our ethos, with opportunities for growth and innovation available for all. We are striving to provide lessons that are engaging and tailored to meet the needs of our students through collaborative working. Through partnerships with schools within the Tove Learning Trust and beyond, our staff have access to the very best educational practices.

Despite being an incredibly rewarding place to work, Huxlow is an academy on an improvement journey, and this role would be crucial for accelerating the pace of change.

I invite you to explore our website, engage with our social media channels, and, most importantly, visit us to gain a deeper insight into life at Huxlow Academy. We are confident that you will be impressed by our school improvement journey, and we eagerly await your application to join our team.

Please do not hesitate to contact me if you have any questions or require further information about the role or our school.

Kim Isaksen

Headteacher - Huxlow Academy

An Introduction - Tove Learning Trust

Tove Learning Trust (TLT) is a highly successful multi-academy Trust with primary, secondary and alternative provision schools across the West Midlands, Northamptonshire and Milton Keynes. We are a cross phase trust providing a high-quality education for over 11,000 children between the ages of 4 and 18. Within our family of schools we have three primaries, nine secondaries and two alternative provision schools.

As an employer of choice, we recognise every colleague is an individual, we value diversity, and work as a team to remove barriers to equity. We know that when you are 'the best you', whatever your role is with the Trust, you will transform students' lives.

The Trust is committed to ensuring that all children achieve as highly as possible and we work hard to offer stimulating environments that enable every learner to progress and flourish. We have a small central team and a committed Board of Trustees that are focused on delivering outstanding outcomes.

We aim to have academies that are excellent communities of learning where children thrive on success. You will have access to a team of school improvement directors specialising in Maths, English, Science, Humanities, EYFS and SEND & Inclusion.

We have a central team of professionals in Finance, HR, Estates, IT, Marketing, project management and governance to offer specialist support and guidance.

Our outcomes in the vast majority of our schools exceed national expectations and many of our schools are rated Good or better by OFSTED.

✓ Support and well-being

You will become part of a family who really look out for one another. Free access to an Employee Assistance Programme providing counselling and advice for you and your close family and access to lots of well-being support.

✓ Professional development

Your performance review is truly targeted around you and your development. We want you to be the best you can be which in turn will enhance your performance and lead to outstanding outcomes for all.

✓ Excellent pension schemes

Both pension schemes are defined benefit schemes where you build up your pension based on a fixed formula to provide a guaranteed income at retirement. You have the opportunity to see what your actual pension will be.

✓ Training School

We are a strategic partner in a teaching school hub and can offer high quality professional development to support all stages of your career.

TOVE LEARNING TRUST SCHOOLS

📍 Northamptonshire and Milton Keynes

- The CE Academy
- Elizabeth Woodville School (North Campus)
- Huxlow Academy
- New Horizons Academy
- Rushden Academy
- Sponne School
- Wootton Primary School
- Elizabeth Woodville School (South Campus)
- Knowles Primary School
- Lord Grey Academy
- Stantonbury School
- Water Hall Primary School

📍 West Midlands

- Grace Academy Coventry
- Grace Academy Darlaston
- Grace Academy Solihull

Lead First Aider Job Advert



We are seeking a passionate and dedicated Lead First Aider. This role will provide emergency First Aid support to students and staff members and co-ordinate healthcare and wellbeing services relevant to the immediate school community. If you are committed to supporting our students we encourage you to apply.

We are committed to fostering the growth and development of our staff. Training and development opportunities will be readily available, and we actively encourage further study.

The Trust is dedicated to supporting staff in obtaining relevant qualifications to enhance their professional journey.



Responsible to: School Business Manager

Closing date: 9am - Friday 8th November

Interview dates: Week of Monday 11th November

Applications will be reviewed and shortlisted on an ongoing basis. As a result, the vacancy may be closed early if a suitable candidate is found. We encourage you to submit your application promptly to ensure consideration.

Tove Learning Trust is an equal opportunities employer. The academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post requires an enhanced DBS check.

Lead First Aider Job Description

CORE PURPOSE OF THE ROLE

To provide immediate medical assistance to students and staff in case of injuries or health emergencies. You will play a vital role in promoting health awareness and safety practices within the school.

KEY RESPONSIBILITIES

- Lead first aid provision across the school
- Liaise with parents and healthcare professionals to support students with medical needs or those who have healthcare plans
- Manage and maintain systems and procedures relating whole school health, accident and wellbeing arrangements and ensure statutory obligations are fulfilled.

FIRST AID

- Be the initial point of contact for emergency first aid requests for students, staff and visitors as and when required.
- Ensure the designated phone point is covered and attended at all times during school hours.
- Attend or receive first aid incidents and action as appropriate including but not limited to:
 - Informing emergency services
 - Contact parents/carers/emergency contacts
 - Arrange for someone to accompany a student to hospital, where essential
- Manage the list of first aiders and remind staff when refresher training is due. Arrange and book appropriate courses in a timely manner.
- Regularly review first aid boxes and stations across the school, ensuring that the facilities and supplies are well stocked and maintained.
- Oversee and contribute to the academy's procedures for treatment of accidents and emergency procedures.

INDIVIDUAL HEALTHCARE SUPPORT

- Provide staff with general training about the initial care of students with diagnosed medical needs, including but not limited to diabetes, epilepsy, allergies, eating disorders etc.
- Collate for staff the medical information held on student records when organising school trips, in particular for residential and overseas visits and provide further guidance as required.
- Support with the administration of student medication under protocols and Care Plans and ensure this is adhered to by staff
- Provide confidential health information to pupils with a particular focus on sexual health, healthy lifestyle, mental health; referring and signposting to health and support services as required.
- Involve the carer and child in the process of meeting health needs when applicable.
- Obtain and record any relevant medical notes from the primary schools on transition and prepare guidance notes for staff.

Lead First Aider Job Description

WHOLE SCHOOL ARRANGEMENTS

- Maintain accurate academy health records on the MIS, maintaining confidentiality where appropriate.
- Working with Student Services Lead & Attendance Officer and the Learning Support Team to contribute to incident reporting and procedures
- Working alongside relevant colleagues to complete statistical and other returns as requested
- Regularly liaise with pastoral staff to ensure continuity of provision and transfer of pertinent information
- Undertake the administration and organisation of visits by medical practitioners, to include the organisation of student appointments, immunisations, preparation of the medical room and other rooms designated for the visits and maintenance of student records
- Liaise with other agencies, statutory and voluntary, and maintain good working relationships, assisting with referrals and consulting as necessary, with the informed consent of clients and within the policies of the academy
- Liaise with the school nursing team and other professionals when necessary.
- Participate in relevant training to maintain knowledge and skill levels
- Liaise and advise the School Business Manager regarding whether an accident should be reported to the Health and Safety Executive or RIDDOR.
- Undertake relevant risk assessments for medical, health or wellbeing issues as required.

GENERAL

- Contribute to the whole Academy ethos, environment and organisation, both practically and as a positive role model for pupils and colleagues, and act as an ambassador for the Academy with a desire to raise standards and attainment.
- Build and maintain positive and constructive relationships with students, parents, carers and colleagues to maximise students' development and maintaining the overall ethos of the Academy.
- Always maintain confidentiality.
- Support all general college activities and undertake any other duties as determined by the Headteacher to enhance the efficiency and effectiveness of the support staff teams.
- Arrange and provide training sessions for staff and budget holders on financial processes and systems.
- Attend training sessions and meetings as required.
- Undertake other duties as reasonably requested by senior colleagues commensurate with pay and responsibility of the role.
- Responsibility for safeguarding and promoting the welfare of children at the school. The Headteacher is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

Lead First Aider Job Description

Tove Learning Trust expects its employees to work flexibly within the framework of the job description. This means the post holder may be expected to carry out work that is not specified in the job description but which is within the remit of the role, duties, and responsibilities.

Tove Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff & visitors to share this commitment.

It is the post holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he comes into contact with and adhering to and ensuring compliance with the School's Safeguarding and Child Protection Policy at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the s/he must record the details and take appropriate action, according to the nature of the concern, to safeguard the young person and inform the relevant staff within school, including the Designated Safeguarding Lead.

Identity, Prohibition, Qualification, Barred List, Enhanced DBS, Section 128, Overseas, Right to work, Reference, Criminal Record and Medical Checks are essential for all applicable posts at the School.

KCSiE Online Searches - In accordance with paragraph 221 of Keeping Children Safe in Education 2024 schools are now required, to carry out an online search for shortlisted candidates. If shortlisted for the role an appropriate online search will be undertaken on your name(s). Any information given will be treated as confidential and will only be used in relation to the post for which you have applied.

Lead First Aider Person Specification

	ESSENTIAL	DESIRABLE
PRE-EMPLOYMENT CHECKS		
Criminal Records	*	
Enhanced Disclosure and Barring	*	
Proof of identity	*	
Medical Questionnaire	*	
Satisfactory References	*	
QUALIFICATIONS		
GCSE English and Mathematics (Grade A-C) or equivalent	*	
Willing to undertake all relevant training as requested	*	
EXPERIENCE		
Qualified to First Aid at Work or above		*
First Aid experience in a busy environment		*
Previous experience of working in a school		*
Willing to be trained to First Aid at Work and in other required medical conditions.	*	
COMPETENCIES AND PERSONAL ATTRIBUTES		
Punctual and reliable	*	
Ability to work on own initiative	*	
Ability to work flexible hours on an ad hoc basis	*	
Excellent written and oral communication skills	*	
Competent with administrative processes and procedures	*	
Demonstrable attention to details	*	
Professional and confidential	*	
Excellent written and oral communication skills	*	
Good problem solving skills and ability to work well under pressure	*	
Excellent interpersonal skills	*	
Intermediate skills in Microsoft Office packages including Word, Excel and Outlook, Powerpoint.	*	
Knowledge of SIMS software	*	
Ability to comply with written policies, procedures and verbal instructions.	*	
Ability to comply with all Health and Safety Procedures.	*	
A commitment to safeguarding and promoting welfare of children and young people	*	

How To Apply/ Recruitment Process

TO APPLY

To apply, please forward a completed application form to s.earby-martin@huxlow.northants.sch.uk

For candidates invited to interview, these responses will be explored further, together with the other elements of the Person Specification.

All applications will be acknowledged.

THE RECRUITMENT PROCESS

We will treat all enquiries, formal and informal, in confidence.

If candidates wish to visit Huxlow Academy arrangements can be made by contacting the Huxlow Academy HR Manager - Sonya Earby-Martin.

Please contact Sonya by email at s.earby-martin@huxlow.northants.sch.uk who will make the necessary arrangements.

THE CLOSING DATE FOR APPLICATIONS

9am Friday 8th Nov

INTERVIEWS

WC 11th Nov

FURTHER INFORMATION

Should you have any queries or issues with the dates outlined above or would like a confidential conversation, then please contact Sonya Earby-Martin, HR Manager on [01933 650496](tel:01933650496) (s.earby-martin@huxlow.northants.sch.uk).

Tove Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to an enhanced Disclosure and Barring Service (DBS) clearance check.

References will be taken up for all shortlisted candidates prior to interview. The trust reserves the right to research shortlisted candidates on social media platforms and the internet, and the recruitment panel may take this information into consideration during the recruitment process.