



## Aylesbury High School | #AHSWalksTall

Developing uniquely talented young adults, who are independent, strong and confident

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### First Aid Administrator

#### The School

Aylesbury High School (AHS) is a forward-thinking girls' grammar school that values both academic and pastoral excellence and co-curricular opportunities with the vision of developing uniquely talented young adults, who are independent, strong and confident.

We create a welcoming environment which draws the very best from all in our community. Achieved by providing an ambitious education that stimulates creative and critical thinking, values diversity and facilitates dynamic personal development.

The AHS values are Boundless Aspiration, Resilient Bravery, Curious Engagement and Selfless Generosity and we want all our community to experience, develop and demonstrate these characteristics both within the curriculum and through our extensive co-curricular offering.

#### The Vacancy

This is an important job, providing front-line care and support to students and adults on-site with their immediate medical needs.

A good level of discretion is required, making judgements about the treatment that each person requires, ranging from reassurance and first aid to calling the emergency services. Training will be given, including obtaining the First Aid at Work qualification, so it is not essential to have prior experience or qualifications, but empathy, the ability to take difficult decisions and a wish to provide the best possible support for 1300 students will be essential.

#### The Department

The Health and Wellbeing Department is led by Lisa Westcott and comprises of two Wellbeing Assistants and First Aid Administrator.

#### FIRST AID ADMINISTRATOR

JOB TITLE:	First Aid Administrator
LINE MANAGED BY:	Wellbeing and Safeguarding Manager
DATE:	September 2025
PAY RANGE:	AHS Pay Range 2 or 3 (Range 2 - £18,048 - £19,559) (Range 3 - £19,812 - £21,252)

## **JOB PURPOSE**

To promote the aims of the school, as expressed in the School Statement.

To be the first point of contact for medical and related needs for all people on-site and to carry out a number of duties related to student health and wellbeing and administration.

## **DIMENSIONS**

9am - 3pm Monday to Friday, term-time plus INSET days.

The postholder is expected to maintain a current First Aid at Work qualification.

## **PERFORMANCE STANDARDS**

The First Aid Administrator will be judged against this job description and any targets set as part of the appraisal process. Post holders will be expected to undertake appropriate CPD activities, as required.

## **PRINCIPAL ACCOUNTABILITIES**

A number of tasks will involve close liaison and effective communication with the Wellbeing and Safeguarding Manager, Heads of Year, and other support staff.

### **Student Health and Wellbeing**

1. Attend to students' immediate medical needs, ascertaining whether parents should be contacted, taking necessary action and keeping appropriate records.
2. Oversee supplies of prescribed medicines for students, ensuring that records are kept efficiently according to the Supporting Students with Medical Needs Policy.
3. Liaise with the School Nurse Team and other Health-care professionals, as appropriate.
4. Ensure that there are adequate supplies of First Aid equipment in the school and organise supplies for school trips.
5. Maintain an up to date and appropriate First Aid qualification and attend other training relevant to the post.
6. Maintain medical notes, such as Health Care Plans and record medical interventions
7. Notify appropriate agencies of reportable events.
8. Liaise with students, parents, tutors, the Wellbeing and Safeguarding Manager, Year Heads and the Leadership Team on student health, wellbeing and attendance issues.
9. Organise immunisations with the School Nurse Team and Year Heads
10. Complete and review healthcare plans and risk assessments for students and notify staff when required.

### **Student Attendance**

11. Provide assistance and advice to PSAs as required.

### **Additional Duties**

12. Maintain, and where necessary, file, correspondence and student records relating to the above areas of responsibility.
13. First point of contact for staff members or visitors on site who require medical assistance
14. Attend Pastoral Meetings when relevant items appear on the agenda.
15. Update information available to parents and students on the AHS medical pages of the website
16. Support and contribute to L4L (PSHE) lessons

The requirements of the post may vary from time to time without altering its essential nature or level of responsibility.

### Self-Evaluation and Improvement

Contribution to whole school self-evaluation will take the form of:

- Being involved in whole school surveys
- Participating in the Appraisal process
- Participating in CPD activities

The requirements of the post may vary from time to time without altering its essential nature or level of responsibility.

### PERSON SPECIFICATION

Experience	Essential	Desirable
Relevant medical qualifications or additional training		X
An up to date first aid certificate		X
Computer literacy; experience of school IT systems would be advantageous		X
Knowledge of compliance and regulations with regards to accident reporting, record keeping and data protection.		X

Skills / Competencies	Essential	Desirable
Confidence and experience of dealing with emergency situations.	X	
Excellent organisational skills.	X	
Ability to communicate effectively and tactfully.	X	
Experience of working with young people.	X	
Ability to use technology effectively and to learn new software packages.	X	
Ability to prioritise and own your own workload.	X	
Be able to maintain confidentiality of information.	X	
A sense of responsibility and commitment to the role.	X	

## HOW TO APPLY FOR THE ROLE

Please complete the AHS application form and include a covering letter

Applications can be:

- e-mailed to: [hr@ahs.bucks.sch.uk](mailto:hr@ahs.bucks.sch.uk) or
- posted to: Mrs Lisa Greenway, Finance & Operations Director, Aylesbury High School, Walton Road, Aylesbury, Bucks HP21 7SX

Closing date: Tuesday 8th July @ 9am

## FLEXIBLE WORKING

AHS is a supporter of Flexible Working; over a third of our staff have a flexible work arrangement. We recognise that a better work-life balance can improve employee motivation, performance and productivity, and reduce stress and therefore want to support our employees in achieving a better balance between work and their other priorities, such as caring responsibilities, leisure activities, further learning and other interests.

Please include detail in your letter of application or talk to us at the interview about the flexibility you need. We cannot promise to give you exactly what you want, but we will do our best to accommodate your needs.

AHS is committed to agreeing any flexible working arrangements, provided that the needs and objectives of both the organisation and the employee can be met.

## SAFEGUARDING STATEMENT

CVs alone cannot be accepted for safeguarding reasons

*If you are shortlisted for this post, you will also be required to complete a self-disclosure form as part of the recruitment process; this will not be used for shortlisting purposes.*

*The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Our Safeguarding Statement is [here](#). The appointment will be subject to references which are satisfactory for the advertised post, an enhanced DBS check with a Child Barred List check, identity checks, prohibition orders and qualification checks as appropriate.*

*AHS is an equal opportunities employer*

*We encourage early applications for all vacancies and reserve the right to close our vacancies at any time should the right candidates be found.*