



Wadham School – Vacancy

Lead First Aider / School Administrator



Full Time – Permanent Contract
Weeks: 30 Hours per week, Term Time + INSET DAYS
Salary Scale: Grade 15 (pt. 3-4)
Actual Salary: £14,385 - £14,645 per annum.
Immediate start available.

We are seeking a passionate, energetic and experienced First Aider to join us at an exciting new chapter in the life of Wadham School. This varied and exciting role will involve dealing with our student's welfare and medical emergencies around the site and completing a variety of administrative tasks. If you are a reliable and experienced office administrator, hold a relevant First Aid qualification, (or are willing to retrain) with a passion for helping students and staff, then we would love to hear from you.

This is a truly exceptional opportunity for a talented colleague.

We are looking for an outstanding individual who will relish the opportunity to:

- Assess and have oversight of the medical and welfare needs of students and staff.
- Administer immediate first aid to those who are ill or injured and those arising from specific hazards at school.
- Conduct quality control checks of first aid supplies, replenishing items to maintain required levels.
- Offer comprehensive office administration support to the school team.
- Maintain records and reports, including those for statutory requirements.

You are likely to be someone who:

- Enjoys working with people, is confident and self-assured.
- Holds a relevant First Aid qualification and have experience of paediatric medical requirements.
- Is ambitious for our students and thrives in an aspirational culture.
- Has excellent office administration skills, using Microsoft packages, SIMS and Outlook.
- Will embrace our highly supportive, professional approach to school improvement.

Wadham School can offer you:

- The chance to be a part of an exciting educational journey alongside highly regarding professionals.
- Hours that could suit a good working balance, with a term time only post.
- The opportunity to work with exceptional colleagues and wonderful young people and their families with a strong and supportive leadership, who place value on learning beyond the classroom.
- Fulfilment, in knowing that you matter, and the work you do makes a positive difference to the lives you touch.
- Access to training to develop your CPD through TES Educare.

Visits to the school or an informal talk with the Headteacher are warmly encouraged. For all enquires please contact Lorrie Mahoney on LMahoney@wadhamschool.co.uk or telephone 01460 270127.

Please visit the school website www.wadhamschool.co.uk/vacancies for application and job description.

Please Note: we do not accept applications by CV

Deadline for applications to arrive at the school: **9:00am on Monday 20th March 2023.**

Wadham School is committed to safeguarding and promoting the welfare of children. Rigorous checks will be made of the successful applicant's background credentials, including enhanced DBS checks.

“Life in all its fullness” – John 10:10