

**Person Specification:
Primary First Aider**

Langley School



This school has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment.

All candidates are obliged to disclose in their application details of convictions, cautions and any previous concerns raised in relation to Safeguarding issues. The school will assess such evidence and determine whether this presents an acceptable risk to safeguarding. If this presents an unacceptable risk then this will be a contra-indicator and the applicant will not be shortlisted.

Post Title	Primary First Aider
School	Langley School
Salary Band/Range	Band C Points 8 to 14
Hours / Weeks	Term time only plus INSET days (39 weeks) 37 Hours per week
Responsible to:	Deputy Headteacher i/c Pastoral Care

	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	MEASURED BY
EDUCATION AND QUALIFICATIONS	English and Mathematics GCSE grade 'C' level (or equivalent) or above or NVQ, Level 2	First aid qualification	Application form. Qualification certificates
SKILLS AND ABILITIES	Able to demonstrate good communication skills [written and oral] at appropriate level for interaction with a variety of stakeholders	Experience in a similar role	Letter of application Interview
	Able to apply a good level of interpersonal skills.	Experience of working with young people	Letter of application Interview
	Able to demonstrate good organisational skills and work systematically and with accuracy		Letter of application Interview
	Able to work as part of a team, yet also know when to seek advice		Letter of application Interview

	Able to exercise appropriate discretion and confidentiality as required		Letter of application Interview
	Able to respond empathetically to a range of student, staff and visitor approaches		Letter of application Interview
	Able to respond flexibly to changing demands		Letter of application Interview
	Able to remain calm under pressure		Letter of application Interview
KNOWLEDGE AND EXPERIENCE	Experience of administrative duties.	Experience in a customer service or educational related environment.	Letter of application Interview
OTHER REQUIREMENTS	<p>A commitment to safeguarding and promoting the welfare of children and vulnerable adults</p> <p>A systematic approach to work.</p> <p>Able to follow instructions precisely.</p> <p>Able to contribute positively to the ethos of the school</p> <p>A willingness to undertake staff training as required, eg Child Protection training, yearly training on JCQ exam regulations</p>		<p>Application form,</p> <p>interview</p> <p>and references</p>
	The physical capacity to meet the demands of the post (taking into account any reasonable adjustments or support that is appropriate and suitable for the post)		<p>Application form</p> <p>interview</p>
COMPILED BY: RFR/DEV Date: December 2025			