



# **APPOINTMENT OF FIRST AID COORDINATOR**

## **CANDIDATE INFORMATION PACK**



**SIR WILLIAM PERKINS'S  
SCHOOL**





# WELCOME TO SIR WILLIAM PERKINS'S SCHOOL

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At Sir William Perkins's School, academic success is always our priority, but education should be about far more than achieving top grades. We believe in educating the whole person and equipping our students with the confidence to make their mark on the world. We challenge each student to explore their potential through academic aspiration and active participation and we teach our students to expect Great Things of themselves, because we know every individual is capable of Great Things.

Sir William Perkins's School is a high-performing independent girls' school for approximately 600 students aged 11 – 18 years. The Head is both a member of HMC and GSA.

The school was founded in 1725 by a wealthy local Chertsey merchant to educate the town's children. The School moved to its present site in 1819 and became fully independent in 1978. It is located on an attractive 12-acre site situated on the outskirts of Chertsey, a two minute walk from the railway station and very near to the junction of the M3 and M25.





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**EXCELLENT RESULTS  
ACHIEVED WITH  
A BIG DOLLOP  
OF HUMOUR,  
HUMANITY AND  
FREEDOM OF  
THOUGHT.**

”  
The Good Schools Guide

## OUR AIMS

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### The School's Aims are to:

World-Ready Our students are ready for the world, and ready to make the world better for everyone

Personalised Achievement We provide an education that enables success for everyone - personalised and ambitious, with excellence the norm

Enriching Experiences All students enjoy an enriching school life beyond the classroom

Culture of Care We promote a culture of care for all

Partnerships and Connections We are a school embedded in the local, national and global community, learning through partnership and collaboration

Flourishing Staff, Our staff are engaged with the school's mission, are valued members of the community and are supported in their personal growth



## ABOUT US

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Entrance to the School is by competitive examination and the School values its excellent academic reputation. The students are highly motivated and eager to learn. Significant emphasis is also placed on the broad and balanced curriculum, the wide-ranging co-curricular activities and the caring and supportive environment.

The ISI regulatory compliance inspection in September 2016 recorded that all eight parts of the standard were met and our report in the Good Schools Guide 2016 describes our "Excellent results achieved with a big dollop of humour, humanity and freedom of thought".

The October 2019 Inspection report said of the School community: "The quality of the pupils' academic and personal development is excellent. The pupils have high levels of attainment which are reflected in their performance in public examinations". They also commented that, "Pupils demonstrate strong self-knowledge, self-esteem, self-confidence, self-discipline and resilience, so that they are well prepared for the next stage of their lives".

The staff are thoroughly professional, highly qualified and knowledgeable, enthusiastic and passionate, support and have an appreciation of the breadth of the educational experience that is provided.

The school is characterised by a warm and welcoming atmosphere and mutually supportive approach. Expectations of staff are high but equally, personal workloads are carefully considered by the Senior Leadership Team. There are plenty of opportunities for further appropriate professional development and a generous inset budget. All staff are equally valued for their part in the overall success of the school and there is a strong sense of fun and humour.

The Governing body is keen to ensure that staff remuneration is competitive and are continually reviewing the package to ensure that SWPS can attract and retain outstanding staff.

Further information about the School and our most recent inspection report can be accessed at [www.swps.org.uk](http://www.swps.org.uk)







# FIRST AID COORDINATOR

## PERSON SPECIFICATION

The First Aid Coordinator must be kind and with a good sense of humour.

They will be able to provide First Aid where necessary and organise all aspects of First Aid in the school.

## KNOWLEDGE, SKILLS AND ABILITIES

Ability to relate effectively and to earn the confidence of colleagues, students and parents/carers

Ability to be firm but fair at all times.

Confident user of IT, including word processing, spreadsheets and management information systems.

Ability to produce timely and accurate information.

Ability to demonstrate organisational and administrative aptitude and work to predetermined instructions able to manage own time effectively and meet deadlines.

Ability to apply established procedures to given situations quickly and with confidence.

Ability to work as part of a team and independently as situation determines

## QUALIFICATIONS AND EXPERIENCE

Good level of School qualifications, both numeracy and literacy (Minimum requirement C in Maths and English at GCSE or equivalent is highly desirable)

Experience of a role involving detailed organisation and attention to detail

Experience of using a Management Information System such as SIMS is desirable but not essential.

Experience working in a healthcare setting or school is desirable but not essential

Experience of working with young people

Qualified first aider or a willingness to train

Qualified mental health first aider or a willingness to train

## PERSONAL ATTRIBUTES

Commitment to the aims, ethos and objectives of the school

Professional and with integrity

Able to deal with confidential information in a sensitive way

Good communicator

Keen interest in all aspects of school life and happy to get involved

Enjoyment of new challenges and experiences

Adaptable and Reflective

Calm under pressure





# FIRST AID COORDINATOR JOB DESCRIPTION

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ACCOUNTABLE TO:  
HEAD'S PA / OFFICE MANAGER

Permanent 37.5 hours per week

The working hours will be 8am-4.30pm Monday to Thursday with an hour for lunch and 8-4pm on Friday with 30 minutes for lunch. The First Aid Coordinator works during term-time plus five days in the summer holidays.

## JOB PROFILE

### MAIN DUTIES AND RESPONSIBILITIES

Ensuring students' medical data on SIMS is kept up to date by adding any new medical conditions or medication throughout the year

Ensuring the Confidential Medical List is available to staff at regular times throughout the year and when any changes are made by the SIMS Manager or First Aid Co-ordinator

Creating and reviewing treatment plans, care plans, student risk assessments and PEEPS in collaboration with appropriate colleagues

Organising and managing immunisations for staff (flu) and students  
Organising the training of first aiders as appropriate for special medical conditions

Maintaining up to date lists of first aiders and uploading these to the school system  
Yearly reminders to parents to ensure auto injectors and inhalers are up to date in line with school policy

Communicating with the Senior Deputy Head, EVC and trip leaders about medical needs of students on trip and visits

Providing first aid kits for trips including treatment plans where appropriate  
Communicating with the pastoral team and supporting mental health provision for students

Ensuring that record keeping in the First Aid Room is accurate

Controlling students' personal medication, logging it when brought in, returning any unused or out of date and clearing out the remainder at the end of each academic year

Ordering new stock for the First Aid Room and Departmental First Aid kits

Liaising with SIMS Manager to ensure Paracetamol consent information is added to SIMS at the start of each academic year and throughout the year for new joiners.

Uploading photos of students with specific medical conditions (anaphylaxis/diabetes etc) to SharePoint at the beginning of each academic year and updating as new information arises

Completing Accident Report Forms and any necessary RIDDOR reports to be kept on file with associated Risk Assessments in consultation with the Head of Estates

Working as a member of the School Office Team ensuring good standards of cleanliness in the First Aid Room are maintained

Providing cover for Reception as required

Assisting with organising orders for the office and other areas as required  
Organising the archiving of documents as required

Dealing with enquiries from students, parents/carers and staff

Undertaking any reasonable task as directed by your Line Manager or other Senior Leadership Team member.  
Providing First Aid for staff, students and visitors as required (training provided as necessary)

Forming good relationships with staff, students and parents/carers, working as a team with other Support Staff  
Supporting the aims, ethos, policies and development plans of the school

Working with Head of Estates to ensure relevant aspects of the school's Health & Safety Policy relating to First Aid are implemented

Being committed to the safeguarding of children and young people





# WORK WITH US

SIR WILLIAM PERKINS'S SCHOOL IS A FRIENDLY,  
EXCITING AND SUPPORTIVE PLACE TO WORK.  
THE SCHOOL OFFERS AN ATTRACTIVE RANGE  
OF BENEFITS

## BENEFITS

Fee remission

Aviva salary sacrifice pension scheme

Life assurance

Outstanding subject facilities

Access to Employee Assistance  
Programme (EAP)

Free lunch during term time, when  
working hours permit

Limited free car parking on site

Enhanced sickness and family friendly  
policies

On site Fitness sessions for a small fee

Strong tradition of on-going financial  
investment and development

Opportunities to travel the world through  
domestic and international trips and tours

Library facilities open to all

Staff Social Committee

Warm and engaging working  
environment and an excellent staff room

Access to a staff discount platform





# JOIN US

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## APPLICATION

Applications should include a personal statement and are made through the School's website at [www.eteach.com/careers/swps/](http://www.eteach.com/careers/swps/)

Applications will be considered on arrival and the School reserves the right to interview and appoint before the closing date

## LOCATION

Full details are available at [www.swps.org.uk/contact-us](http://www.swps.org.uk/contact-us)

### By Road

The school is conveniently situated on the A320 between Staines and Woking, with easy road access and Junction 11 of the M25 is within a few minutes' drive of the school

### By Rail

Chertsey Train Station is a five minute walk away from the school







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SCHOOL

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