

# Alderbrook School

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Headteacher: Tom Beveridge

## First Aider/ Administrator

Full Time (37 hours) Term-time plus Insets (39 Weeks)

Band C (£20092 - £23080 pro rata) plus First Aid allowance £120

Starting salary £17609

We are looking to appoint an enthusiastic and motivated person to join our established administration team. Although our school is both highly successful and growing rapidly, it still retains a family feel, which is best demonstrated by our low staff turnover. We believe Alderbrook is a unique place to work!

The person appointed to this role will work as part of the busy and supportive administration team with the main responsibility being the care of pupils with injuries, illness and serious medical conditions.

The role requires applicants to be 'First Aid at Work' trained and ideally would already hold this qualification or if not be willing to attend an appropriate course.

### Our new colleague should:

\*Have excellent communication skills as well as the ability to work under pressure.

\*Be prepared to administer first aid to students. (It would be expected for the successful candidate to attend an appropriate course if not already qualified in first aid.)

\*Have excellent administrative and ICT skills, which are essential in this position.

\*Have the ability to pay close attention to detail.

\*Have experience of working in a busy office environment and be prepared to work collaboratively as well as independently.

\*Be able to work to deadlines, which may require multi-tasking at times.

\*Show initiative and the confidence to share ideas.

**\*Have a great sense of humour and the ability to support others with a smile, when times are tough.**

Ideally, the position is Full Time, 37 hours, however Part Time hours will be considered for the right candidate.

For further details please contact Anna Whittington by email on the school contact details above.  
Application packs can also be downloaded from our website.

We are really looking forward to welcoming you to the team!

**Closing date: 9.00am Friday 1<sup>st</sup> October 2021**

*The school is committed to the safeguarding and welfare of young people. Any successful applicant will be required to undertake an enhanced DBS*