

Closing date: **Friday 29 November 2024 (12pm)**

*We reserve the right to appoint before this deadline and encourage early applications.*

Interview date(s): **W/C 2 December 2024**

## Information pack for the role of **Pitch Side First Aider**

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# City of London School

We understand that for pupils to thrive they must be happy. It is why we cherish individuality, shun stereotypes, and encourage every pupil to be the very best version of themselves. With a vibrant, multicultural city on our doorstep, we draw strength from difference, recognising that diverse perspectives can help answer big questions.

As a result, every member of our community is keenly aware of their responsibility and capacity to make a difference. We ensure our pupils are ready for the rapidly changing demands of the coming decades. This shows in our commitment to academic excellence and in our restless curiosity and desire to improve in everything we do.

We aim always to provide an education in the broadest sense, combining academic excellence with exceptional pastoral care, framed by an outward-looking and forward-thinking approach. We also strive to make that education available to as many talented pupils as possible, through transformational bursaries for those who may not otherwise be able to afford the fees.

We aspire to attract a staff that matches the social and cultural diversity of the CLS community. We welcome applications from anyone with the relevant skills and abilities, and particularly from those who may not previously have thought of applying to a school such as ours.



[www.cityoflondonschool.org.uk](http://www.cityoflondonschool.org.uk)



# Our Strategic Aims



**Kind** - We understand how excellent pastoral care underpins every achievement. We support and help to develop our pupils' health, happiness and well-being so that they can succeed at school and beyond. We nurture self-development and self-awareness so that every member of our community can become the best version of themselves. Every person has equal value, and we treat others as they would like to be treated. We have empathy for others – at school, in our community and in wider society. Our relationships are warm, honest and supportive.

**Aware** - There is strength in difference. Reflecting the multicultural city on our doorstep, our pupils and staff embrace and celebrate diverse voices, recognising that they improve their understanding of the world. We nurture a deep-seated sense of social responsibility. Our pupils know that there are others less fortunate than they are and strive to make a positive difference at school and beyond. We are active partners. We have a strong relationship with the City of London Corporation and the other City Schools, including the City of London School for Girls. Our wider community makes us powerful. We are enriched both by an extensive programme of transformative bursaries and by our collaborations with schools, businesses, arts organisations, and many other partners across London.

**Ready** - We are unashamedly academic. Our teaching is rigorous and exceptional, and our teachers challenge pupils appropriately and sensitively, so that they can thrive in university, work and life. We stimulate curious minds. Our boys have a restless inquisitiveness and lifelong joy of learning which equips them for a fast-changing world. Our staff strive constantly to adapt and develop their practice. We explore our passions and encourage our pupils to discover what excites and inspires them. It helps them become rounded people, well placed to forge their own path through life. We shape the future. Our boys combine kindness, respect and curiosity to become the leaders of tomorrow, creating positive change in our society. .

Our [Strategic Vision 2024-2029](#) is available to read in full on the CLS website.



# Job Description

Job title: **Pitch Side First Aider**

Department: **CLS**

Salary: **£25.23 per hour**

Location: Grove Park, 147 Marvels Lane, London SE12 9PP

Responsible to: **School Nurse/  
Head of Games**

## Purpose of Post

To provide a clinically effective high quality level of care to all members of the school community

whilst engaged in physical activity at Grove Park, the schools off-site sports venue.



# Duties & Responsibilities

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## Main Duties

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- » To use evidence-based practice to develop and maintain a high quality of pitch side first aid and basic care to the school community whilst engaged in physical activity at Grove Park, the schools off-site sports venue.
- » To ensure that confidentiality is maintained around the provision of care and that Professional Values and Behaviours are upheld in line with the schools confidentiality policy.
- » To work in conjunction with the School Nurse for smooth and efficient running of the First Aid Centre at Grove Park ensuring efficient systems and processes are in place.

## Other duties

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- » To provide first aid treatment and emergency care as necessary for pupils and staff, taking appropriate action and communicating with the relevant people in accordance with school procedures and policies.
- » To work closely with all members of the PE department to ensure a smooth

running of the First Aid Centre at Grove Park (our offsite sports facility).

- » To monitor and replenish the first aid stock levels in the First Aid Centre at Grove Park and ensure all medical equipment is in good working order including regular checks of the Automated External Defibrillator.
- » To maintain the First Aid Centre's hygiene and tidiness.
- » To operate procedures for control of infection as per Public Health England Guidelines.
- » To maintain safe storage, usage and disposal of medical drugs and supplies.
- » To manage school and pupil emergency medication in relation to Grove Park.
- » To maintain up to date knowledge of sports injuries and minor illnesses and basic wound care and undertake training as necessary.
- » To administer emergency medication, prescription medication and over the counter medication as required.
- » To support the School Nurse in managing the concussion log and pupils graduated return to play

- » To actively promote physical wellbeing with pupils and promote prevention of injury.

## Administrative

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- » To maintain healthcare records accurately, confidentially, and safely.
- » To keep healthcare records to a high standard ensuring the accurate and rapid retrieval of information
- » To assist in the development of protocols for Grove Park First Aid provision.
- » To record details of accidents and injuries in accordance with school protocols and communicate these to the school nurse.
- » To carry out operations in accordance with City of London Policy and Departmental Codes of Safe working Practice. To keep up to date with Health and Safety requirements.
- » To inform the Senior Deputy Head of any concerns regarding Health and Safety and safe working practices.

## Liaison

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- » To work closely with other members of staff to ensure seamless and continuous

care and with parents, academic staff, school office staff and other departments as appropriate.

- » To work with the School's Designated Safeguarding Leads as appropriate.
- » To actively seek to implement and comply with the Schools Safeguarding Policies and to demonstrate a commitment to the safety and welfare of children.

## General

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- » To undertake any other duties that may reasonably be requested appropriate to the grade.
- » Actively seek to implement the City of London Corporation's Occupational Health and Safety Policy in relation to the duties of the post, and at all times

give due regard to the health and safety of both themselves and others when carrying out their duties

- » Actively seek to implement the City of London Corporation's Equal Opportunities Policy and the objective to promote equality of opportunity in relation to the duties of the post.
- » The post-holder's responsibility for safeguarding and promoting the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding Policy at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/

he must report any concerns to the Designated Safeguarding Lead.

## Revision of Job Description

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- » According to the development and requirements of the School, Job Descriptions will need to be revised and updated periodically, after consultation with the Jobholder.

## Confidentiality

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- » All matters and routines within the remit of the post are deemed to be confidential and any breach of confidentiality in any respect may constitute grounds for dismissal.

# Person Specification

Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application (A), interview (I) or test (T) as indicated below.

## Skills/Professional Qualifications / Relevant Education & Training

- » Good general level of education, as may be indicated by A-Level standard or equivalent level of skill, knowledge and experience. (A, I)
- » First Aid qualification or desire to undertake training/qualification. (A)
- » Head Injury/Concussion training or desire to undertake training. (A)
- » Commitment to expanding technical skills and qualifications as evidenced by Continued Personal Development portfolio. (A, I)
- » A clear commitment to our pupils and their learning, wellbeing, and safety. (A / I)
- » Able to apply school policies and practices professionally. (A / I)
- » A commitment to equality. (A / I)

## Experience Required

- » Experience working with a range of sport injuries primarily musculoskeletal providing rehabilitation advice and guidance for children. (A, I)

- » Experience managing a First Aid centre desirable. (A, I)
- » Experience providing first aid and emergency care ideally in a school or educational environment or involving young people. (A, I)
- » Sports coaching experience or interest in sport and exercise to promote good health, wellbeing and lifestyle. (A, I)

## Technical Skills & Knowledge

- » Excellent interpersonal skills with the ability to build effective and constructive relationships with the pupils, staff, and parents. Crucially the ability to balance the need for sensitivity whilst also delivering difficult or unwelcome messages. (A, I)
- » Strong organisational skills, with the ability to remain calm under pressure and balance varied and competing workloads. (A, I)
- » Proficient IT skills using Microsoft Office programmes and a variety of IT applications. (A, T)

- » Ability to take initiative and promote change. (A, I)
- » Good understanding of safeguarding processes and procedures as relevant to the school and education environment (Desirable). (A, I)
- » A commitment to the learning, wellbeing, and safety of our pupils. (A, I)

## Recruitment – Note to Applicants

- » The qualifications, experience and technical skills will be used in the decision-making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s). It is essential you address the criterion marked as (A) on your application form in the section for supporting information.
- » Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.



# How to Apply

All applications must be completed by following the instructions on the City of London School website vacancies page:

[www.cityoflondonschool.org.uk/vacancies](http://www.cityoflondonschool.org.uk/vacancies)

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City of London School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

We welcome applications from all sectors of the community as we aspire to attract staff that match the social and cultural diversity of our pupil intake.

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To view our Recruitment Policy, please [click here](#). To view our Safeguarding Policy, please [click here](#).

Further information about the School and a copy of the 2021 ISI Inspection report is available on the website. [www.cityoflondonschool.org.uk](http://www.cityoflondonschool.org.uk)





# City of London School

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Proud to be part of the  
**City of London Corporation**