



Thornleigh
Salesian College



THORNLEIGH SALESIAN COLLEGE
JOB VACANCY PACK

**School First Aid Officer &
Healthcare Coordinator**

Sharples Park, Bolton BL1 6PQ
Tel: 01204 301 351
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www.thornleigh.bolton.sch.uk



MISSION STATEMENT

THORNLEIGH SALESIAN COLLEGE IS A COMMUNITY ROOTED IN FAITH IN JESUS, WHERE ALL ARE VALUED, LOVED AND CHERISHED SO THEY CAN ASPIRE FOR ACADEMIC EXCELLENCE IN AN ATMOSPHERE OF COMPASSION AND FORGIVENESS WHICH SEEKS TO REACH OUT IN SERVICE AND GRATITUDE.



Thornleigh Salesian College

THANK YOU FOR YOUR INTEREST IN JOINING THORNLEIGH SALESIAN COLLEGE.

This is an exciting opportunity to become part of our thriving and successful 11-18 Roman Catholic School.

Guided by the Salesian ethos of Don Bosco, we are a community that values every individual, fostering an environment of kindness, respect and ambition. Our shared mission is to inspire and support every young person to achieve their full potential.

As a highly regarded and oversubscribed school in both the local community and the Diocese of Salford, we are proud to deliver excellence in all that we do. Ofsted has praised our school as a place where students feel safe, supported and inspired. They highlighted that:

“Pupils and students in the Sixth Form benefit from high quality pastoral care. They enjoy positive relationships with staff. The school is a calm place. Pupils work purposefully. Behaviour is well managed by staff.”

Relationships are at the heart of everything we do at Thornleigh. Students and staff alike benefit from a strong sense of community and shared purpose.

Our students frequently tell us that ‘the best thing about their school is their teachers’ and we are committed to ensuring that staff feel equally valued and supported.

We believe in investing in our staff. From excellent professional development opportunities to a strong focus on staff well-being, we are dedicated to helping you thrive in your career. At Thornleigh Salesian College, you will find a supportive, ambitious and caring environment where you can make a real difference to the lives of young people.

If you are passionate about education, driven to make a difference and excited by the opportunity to join a school with a clear mission and strong sense of community, we would love to hear from you.

Please don't hesitate to get in touch if you have any questions or would like to discuss this opportunity further.

We look forward to welcoming you to our school.

Mike Fitzsimons
Headteacher



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PUPILS CLEARLY
DISPLAY THE
SALESIAN VALUES.

OFSTED 2024





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PASTORAL CARE IS
AT THE HEART OF
THE SCHOOL MISSION.

CATHOLIC SCHOOL INSPECTION 2024

SCHOOL POLICIES AND IMPORTANT READING

Please scan the QR Codes below:



SAFEGUARDING &
CHILD PROTECTION
POLICY



KEEPING CHILDREN
SAFE IN EDUCATION



Job Vacancy

School First Aid Officer & Healthcare Coordinator

Grade D SCP 6-11 £25,989 - £28,142 (pending pay award)

This salary will be pro rata'd - £21,791 - £23,596

37 hours per week

8.00am - 4.00pm

Term time only

Permanent post

Required ASAP

The Governors of Thornleigh Salesian College are looking for a School First Aid Officer & Healthcare Coordinator.

The School First Aid Officer & Health Care Coordinator will provide first aid assistance to all students and provide care for those who become unwell during the school day. This position involves administering first aid/medication and implementing and monitoring Health Care Plans and Personal Emergency Plans (PEPs) to meet students' specific needs. The successful candidate will work closely with staff, students, and parents to ensure that the medical and health needs of all students are met promptly and effectively.

Closing Date: Tuesday 1st September 2026

Interview Date: TBC

Application packs can be downloaded from the school website www.thornleigh.bolton.sch.uk

Please send completed application forms to hr@thornleigh.bolton.sch.uk

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to complete an enhanced DBS check.

We ask that you accept, in the interests of economy, if you have not heard from us within 3 weeks of the closing date, that you have been unsuccessful on this occasion.

We reserve the right to close the advert early should sufficient, suitable candidate applications be received.

In accordance with Keeping Children Safe in Education 2025, an online search will be completed on all shortlisted applicants prior to interview. Any relevant information will be discussed further with the applicant during the interview process.

Job Description

Every member of staff at Thornleigh is expected to endeavour to maintain and develop the Catholic and Salesian character of the school, and to support and promote the aims and mission of the school in and through the exercise of all contractual duties and any voluntary activities.

Post Title	School First Aider & Healthcare Co-ordinator
Salary Scale	Grade D SCP 6-11
Hours	Term time only - 8am - 4pm
Reporting to	Director of Inclusion / School Business Manager

Job Summary

The School First Aid Officer & Health Care Coordinator will provide first aid assistance to all students and provide care for those who become unwell during the school day. This position involves administering first aid/medication and implementing and monitoring Health Care Plans and Personal Emergency Plans (PEPs) to meet students' specific needs. The successful candidate will work closely with staff, students, and parents to ensure that the medical and health needs of all students are met promptly and effectively.

Key Responsibilities:

First Aid Administration

- Provide immediate first aid to students and staff as needed during school hours.
- Assess injuries and illnesses, determining when further medical treatment or emergency services are required.
- Maintain the school's first aid room, ensuring it is clean, organised and appropriately equipped.
- Maintain and stock, ensuring all supplies and equipment are up-to-date and available.
- Record and report all incidents requiring first aid attention, ensuring compliance with school policies and legal requirements.

Health Care Plans and Personal Emergency Plans (PEPs):

- Work collaboratively with parents/carers, healthcare professionals and school staff to develop and maintain Individual Healthcare Plans for students with medical conditions.
- Review healthcare plans regularly to ensure they remain current and reflect any changes in a student's medical needs.
- Provide guidance and training to staff to support the effective implementation of healthcare plans.
- Ensure relevant staff are aware of students' medical conditions whilst maintaining appropriate confidentiality.
- Complete and maintain Personal Emergency Plans (PEPs) for students who require temporary or ongoing additional support due to injury, illness or disability (e.g. students returning to school using crutches, wearing a medical boot or recovering from surgery).
- Liaise with parents/carers, healthcare professionals, the safeguarding team, teaching staff and the Site Team to identify any adjustments required to ensure the student can safely access the school environment.
- Assess and coordinate appropriate arrangements for emergency evacuation, movement around the school site, classroom access, break and lunchtime arrangements, and participation in school activities.

- Review PEPs regularly and update them as the student's needs change, ensuring all relevant staff are informed of the agreed support arrangements.

Monitoring of Toilet Passes and Usage:

- Oversee the issue and monitoring of toilet passes, ensuring they are used appropriately and consistently.
- Maintain records of students who frequently use toilet passes and identify any patterns or concerns that may require further attention.
- Liaise with teaching staff, pastoral teams and parents where necessary to support students with medical or welfare needs.
- Escalate concerns where patterns of use indicate that further support or assessment may be required.

Communication

- Act as the primary point of contact for health-related enquiries from students, parents/carers and staff.
- Communicate promptly and sensitively with parents regarding accidents, illnesses, medical incidents or changes to healthcare plans.
- Work closely with safeguarding, pastoral and attendance teams where health concerns may impact a student's welfare or attendance.
- Provide advice and support to staff on first aid procedures and medical matters where appropriate.
- Contribute to the school's health promotion and wellbeing initiatives where required.

Compliance and Record-Keeping:

- Ensure all health-related activities comply with relevant legislation, Department for Education guidance, school policies and safeguarding requirements.
- Maintain accurate, confidential and secure records of first aid treatment, medication administration, healthcare plans and medical incidents.
- Ensure appropriate reporting of incidents, including RIDDOR where applicable, under the direction of the School Business Manager.
- Support audits and inspections relating to health, safety and first aid provision.

General Responsibilities

- Work closely with the School Business Manager to ensure the school's first aid provision remains compliant, effective and appropriately resourced.
- Maintain up-to-date first aid qualifications and undertake continuing professional development relevant to the role.
- Attend relevant meetings and training as required.
- Undertake any other duties commensurate with the grade of the post as reasonably requested by the School Business Manager or Headteacher.

Person Specification

	Essential (E) / Desirable (D)
<u>Skills and Knowledge</u> • Excellent communication skills (Written and Verbal) • Effective use of ICT packages e.g. Word, Excel and Electronic Medical Recording system). • Excellent organisational skills with the ability to prioritise a varied workload and respond to emergencies calmly. • High level of accuracy and attention to detail when maintaining confidential records. • Understanding of confidentiality, GDPR and handling sensitive personal information. • Willing to participate in development and training opportunities • Ability to relate well to children, parents, carers and staff. • Ability to work constructively as part of a team, understanding school roles and responsibilities and using own initiative • To be able to identify opportunities to ensure tasks are completed within specified timeframes • Knowledge of Individual Healthcare Plans (IHPs) and Personal Emergency Plans (PEPs). • Knowledge of health and safety legislation and medical procedures within a school environment.	E E E E E E E E E D D
<u>Experience and Qualifications</u> • Relevant first aid certification (e.g., First Aid at Work, Paediatric First Aid). • Experience of providing first aid in a workplace or educational setting. • Experience of supporting children or young people with medical conditions. • Experience of producing Health Care Plans and Personal Emergency Plans for students that require additional support. • Experience working with children with medical needs is desirable. • Experience administering medication in accordance with policy and parental consent. • Excellent communication and interpersonal skills, with the ability to work collaboratively with a diverse group of stakeholders. • Strong organisational skills with attention to detail and the ability to manage multiple tasks effectively. • Understanding of safeguarding and child protection policies and procedures. • Background in healthcare, nursing, or education or similar.	E E D D D D E E E D

<u>Professional Values and Practice</u> • High expectations of all students; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements • Ability to build and maintain successful relationships with students, treat them consistently, with respect and consideration and demonstrate concern for their development as learners • Demonstrate and promote the positive values, attitudes and behaviour they expect from the students with whom they work • Ability to work collaboratively with colleagues and carry out role effectively, knowing when to seek help and advice • Able to liaise sensitively and effectively with parents and carers recognising their role in student learning • Able to improve their own practice through observations, evaluations and discussion with colleagues.	E E E E E E
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