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Brookfield  
Community School

Headteacher: Ria Allan

Brook Lane  
Sarisbury Green  
Southampton SO31 7DU

# Admin Assistant/First Aider

## **Medical Room Admin Assistant and First Aider**

**27 hours 50 mins per week (39 weeks) - Grade C**

**Required from May 2019**

**Salary Range from £ 18,426-£19,407FTE, Pro-rota £11,713  
depending on experience**

We are looking to recruit an admin assistant with first aid responsibilities as part of the school medical team. This role will require applicants to assess staff and students medical needs, welfare requirements, administer approved medication and provide front-line first aid.

Applicants will be required to produce and maintain records and reports including those for statutory requirements. Please see role profile for further information.

Applicants must hold a first aid certificate as a minimum requirement and be willing to undergo further training in support of medical care in school. Relevant experience of working in a similar environment is desirable.

Further details and an application form can be found on the website.

Closing date for applications: Thursday 25th April 2019 (midday)

Interviews to be held: Wednesday 1st May 2019

Brookfield Community School and Hampshire County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks."