



# Reception Administrator/First Aider Candidate Information

March 2024



**CHELTENHAM  
BOURNSIDE  
SCHOOL**

Inspiring lives  
through learning



# CHELTENHAM BOURNSIDE SCHOOL



## Welcome to Bournside

### People are at the heart of Bournside.

Rating us as “Good” in all areas, OFSTED saw that “staff well-being, as well as curriculum knowledge, are paramount”. Our staff and students are **Ambitious, Purposeful, Proud, Respectful, Curious, and Supportive**. These are our values and whilst you’ll see them written on our website and on our corridor walls, where you’ll really see them is in the way we work together, the way we talk to one another, the way teachers teach and students learn. All that leads to what OFSTED called “a harmonious school”.

Bournside is a large school with over 200 staff and nearly 1,800 students. That means we have the resources to provide a wealth of opportunities: a sports centre and 4G sports pitches; a fully equipped Drama studio, a large library, specialised English and Maths blocks, 12 science labs and specialist design, technology, computing and media rooms. Our highly successful sixth formers have their own large base with numerous study rooms.

No one gets lost in the crowd, however. Indeed, in their 2022 report, OFSTED commented on the “strong sense of community for both staff and pupils” and that “pupils are ready for learning and engage well with teachers and other adults.” Everyone is a member of one of our six houses; coupled with our vertical tutor group model, the house system aims to nurture and enhance that sense of family and community, strengthen home/school communication, and provide opportunities for older students to act as role models for younger students, enabling them to have meaningful conversations about school life and their future aspirations.

It’s not at all unusual for several generations from the same family to have been part of Bournside School. We’ve been part of the community of Cheltenham for many years having moved to our present site in Warden Hill in the early 1970s. Our value to the local community is developed in many ways: working closely with our neighbouring schools, taking the arts into the community, being the central hub for very many local sports teams, and, of course, being the school of choice for families in our part of Cheltenham and beyond.

If you have any questions regarding the position please contact Human Resources on [recruitment@bournside.gloucs.sch.uk](mailto:recruitment@bournside.gloucs.sch.uk) I would also very much encourage you to visit our school so you can see for yourself why it is a wonderful place to work.

There is a wealth of information about our school on our website, along with an application form should you wish to apply. We also ask for a supporting statement (maximum 2 sides of A4) outlining how you feel your experience, skills, and attributes would enable you to make a significant impact in the role. ***The deadline for applications is 9:00am on Tuesday 2nd April 2024.***

I look forward to receiving your application to join us in [inspiring lives through learning](#).

**Steve Jefferies**  
Headteacher



# CHEL TENHAM BOURN SIDE SCHOOL

## Reception Administrator and First Aider

**Start date:** ASAP

**Salary:** Grade D3-6

**Contract:** 37 hours/week ,39 weeks per year (39 weeks incl. INSET)

A fantastic opportunity has arisen to work at Cheltenham Bournside School.

We are an established 11-18 single academy trust with a good reputation (Ofsted 'Good' rating 2022), wide catchment, and a strong presence in our community. Our school is consistently oversubscribed with a PAN of 300, and most of our students choose to stay with us for their post-16 study.



**Applications by:  
9:00am Tuesday  
2nd April 2024**

We are looking to appoint an Administrator and First Aider to provide medical support to staff and students within the school and to support the main school office.

As a First Aider in the front office and you will oversee the immediate welfare of those taken ill or injured at school, being the first point of contact for medical emergencies.

You will work within the school office and be first point of contact with parents/carers, visitors, students and members of our community.

We are an equal opportunities employer and value and respect diversity across our whole school community. Bournside is committed to safeguarding and promoting the welfare of children and young people. All posts are subject to an enhanced DBS check.

*We reserve the right to interview and appoint prior to the closing date.*

### **Application pack:**

[www.bournside.gloucs.sch.uk/school-information/careers-at-bournside/](http://www.bournside.gloucs.sch.uk/school-information/careers-at-bournside/)

Warden Hill Road, Cheltenham, GL51 3EF | [recruitment@bournside.gloucs.sch.uk](mailto:recruitment@bournside.gloucs.sch.uk) |



## Job Description

### Reception Administrator and First Aider

**Post title:** Reception Administrator and First Aider

**Responsible to:** Admin Services Manager

**Hours per week:** 37 hours per week

**Working days and hour:** Monday to Thursday 8:30am – 4:30pm, Fridays 8:30am – 4:00pm  
(includes a 30 min unpaid break)

**Working Weeks:** 39 weeks per year

**Contract Type:** Permanent

**Salary:** Grade D3-6

This school is committed to safeguarding and promoting the welfare of children and young people according to child protection and safeguarding guidelines and expects all staff to share this commitment. A satisfactory enhanced DBS check is required for all Employees.

### Purpose

- To provide administrative support in the school office
- Provide medical support for staff and students within the school (training provided if necessary)
- To undertake reception duties to provide a quality customer service to parents, visitors, staff and students.

### Specific responsibilities

#### Reception & Administration

- Welcome our visitors to the school, and support staff and students in a variety of tasks.
- Undertake reception duties, answer telephone calls and respond to face-to-face enquiries.
- Undertake a range of administration tasks for the schools' sixth form and for extra-curricular activities.
- Maintain manual and computerised records on the management information system
- Undertake reception duties, answer telephone calls and respond to face-to-face enquiries.
- Undertake word processing and other IT based tasks, such as preparing letters as requested in line with the standard letter templates provided or as requested.
- Undertake photocopying, filing and completion of routine forms.
- Sort and distribute mail; prepare outgoing mail
- Complete bulk reprographic requests for staff (including laminating requests)
- Oversee the relevant internal and external email accounts and ensure all emails are responded to, redirected and/or dealt with
- Assist with other general administration tasks that commensurate with the grade and level of responsibility of this post.



## First Aid

- Overseeing the immediate welfare of those taken ill or injured at school, being the first point of contact for medical emergencies
- Managing the welfare of pupils with specific medical conditions, involving day-to-day health planning and/or administering medication where appropriate
- Recording and reporting accidents and illness in accordance with regulatory guidelines and school policies (including confidentiality, data protection and safeguarding)
- Liaising with staff and parents
- Liaising with emergency services as required
- Liaising with support services - e.g. school nurses or special educational needs co-ordinators (SENCOs)
- The administration of the medical room and first aid equipment, and maintaining supplies
- Reviewing first aid needs
- Monitoring and co-ordinating staff first aid training and associated records
- Support staff with medical conditions.
- Stock and refill first aid kits for trips & visits (including soft first aid kits for easy travel)
- To issue, record and file medical information forms.
- To liaise with the relevant SLT member re the *Supporting Students with Medical Conditions* policy
- To liaise with health professionals as requested re vaccination programmes and oversee all administration related to the delivery of these programmes

## Special conditions

This job description sets out the main duties of the post at the date it was drawn up. However, it is not intended to be an exhaustive or definitive list. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. You may be required to carry out other duties commensurate with your role.



## Person Specification

### Reception Administrator and First Aider

Bournside School will use this person specification as the selection criteria for the post, gained from applications, references, and interviews.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>GCSE or equivalent in English and Maths</li> <li>Willingness to provide first aid as described in the job description</li> </ul>	<ul style="list-style-type: none"> <li>Certificate of competence in First Aid at work/in school or Emergency first aid at work/in school</li> <li>Higher level qualification</li> <li>Be willing to be trained to deliver First Aid in a school setting</li> </ul>
Experience, understanding, and knowledge	<ul style="list-style-type: none"> <li>Ability to work constructively as part of a team</li> <li>Ability to competently use Microsoft office packages to include Word and Excel</li> </ul>	<ul style="list-style-type: none"> <li>Experience in working in a secondary school or education environment or similar public service context</li> <li>Understanding of child protection/safeguarding (training will be given)</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>Good communication skills, oral and written and appropriate to the intended audience</li> <li>Ability to work accurately under pressure in a busy environment and retain a calm demeanour</li> <li>Reliability and punctuality</li> <li>Ability to handle confidential information sensitively and be GDPR compliant</li> <li>Ability to work independently</li> <li>Demonstrates dynamism and creativity in solving problems</li> <li>Able to prioritise tasks effectively and efficiently and to meet deadlines</li> <li>Evidence of commitment to professional development</li> <li>Passionate about education and young people</li> </ul>	



## Settling in at Bournside

We will fully support you with your transition to Bournside. The HR department oversees the provision for new staff, including your induction to support you in understanding your new role.

### Induction day

Depending on your start date, you may be invited to an induction day prior to joining us. Alternatively, this will typically be your first day. This training provides information about the aspects of Bournside school life which will be needed as soon as you start, such as:

- School Leadership Structure – who to see for what
- School communication and meeting systems
- Induction procedures, performance management, and professional development
- ICT
- Health and safety procedures
- Safeguarding training
- Key policies
- Introduction to basic training requirements.

### Your mentor

You will also be allocated a mentor – probably your line manager – who will meet with you regularly to ensure you have the support you need.



### Continuing Professional Development

Bournside is forward-thinking in its approach to Continuing Professional Development (CPD). We use a variety of activities to engage staff with sharing best practice including whole staff training options, departmental development time, focused workshops, and time for performance management and review.



## Employee Benefits

### Support Staff

#### General

- Provision of all necessary IT equipment.

#### Lifestyle and wellbeing

- Attractive salary and pension
- Generous annual leave entitlement
- Free one-to-one wellbeing support
- Family friendly policies
- Onsite parking facilities and cycle storage
- Free access to the school's Gym
- Cycle to work scheme
- Salary sacrifice electric car leasing scheme
- Techscheme – save money on the latest tech from Apple and Currys PC World
- A comprehensive range of staff social events throughout the year
- Our dining centre and Pit Stop Cafe are open between 8:00am and 1:30pm every day.

#### Professional development

- Support to complete further academic study and professional qualifications.

#### Statutory and other benefits

- A wide range of statutory benefits including sick pay, maternity, parental, and adoption leave
- Enhanced Paternity Leave Policy
- We will honour your continuity of service in other state funded schools in relation to sick pay and pension rights.





# We are...

## AMBITIOUS

We aim for the very best in all we do

## CURIOUS

We have enquiring minds and are not afraid of challenge

## PROUD

We celebrate everyone's effort and achievements

## PURPOSEFUL

We persevere to achieve our goals and aspirations

## RESPECTFUL

We care about each other and believe in equality and kindness

## SUPPORTIVE

We make a positive difference to each other's lives



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