

School Welfare and First Aid Lead

Candidate Pack



“Dame Alice Owen’s School is a wonderful place to come and learn”

Ofsted, December 2023



HEADTEACHER'S WELCOME



Thank you for your interest in applying to Dame Alice Owen's School. Though much of the information we have about our school is available on our website, we know you are busy so have put some key information in this pack to help you understand who we are and what we do.

Our school was founded 400 years ago by Dame Alice Owen, a remarkable philanthropist with an unusually modern vision for education. She established the first school in Islington and, as demand outstripped space, it moved to its current setting, in the Hertfordshire countryside, in 1976.

Today, Owen's is an exciting place to work where **"staff overwhelmingly feel well cared for"** and behaviour is **"exemplary."** [Ofsted December 2023] Ours is a school where teachers love talking about teaching and learning, where relationships between students and staff are positive and strong, and where we do what we can to keep workload manageable. We are never complacent; we are always looking for marginal gains in order to keep what we do reasonable, but exciting. It is the combination of interested students, dedicated staff, supportive parents, a rigorous and empathetic Governing Body and a stable, experienced and supportive school leadership team which makes our school such a special place to be.

Dame Alice Owen's School is a mixed, partially selective secondary school with approximately 1,470 students including over 450 in our vibrant and highly successful sixth form. Our school benefits from some of the most able students in the country. In the 2025 A level examinations, 66% of all A level grades were A*-A with 89% of grades being awarded A*-B. In GCSE examinations, students achieved an average Attainment 8 score of 73.6 with 29% of all grades awarded at level 9 and 95% of students achieving 5 or more grades 9 – 4 including English and Maths (there is no Progress 8 score for 2025 due to Covid but in 2024 it was +0.92). Many of our school leavers from Year 13 secure places at the universities, including an average of 15 students taking up offers at Oxbridge each year.

We were delighted to be recognised as 'The Sunday Times Regional School of the Decade' in 2020 and the country's highest ranking non-fully selective **state school of the year** many times over. Add awards from The Telegraph: **State Sixth Form of the Year** this September, The Sunday Times: **Comprehensive School of the Year for Academic Excellence 2026** and **Comprehensive School of the Year (Southeast) 2025 and 2026** and you start to see why our annual survey showed that 100% of staff are proud to be part of the school. Securing a place at Owen's has been described as **'winning the lottery'** in the Good School Guide and Ofsted judged us **'outstanding'** in all categories in December 2023, with no areas for improvement.

If you would like to come and join us, we would love to meet you and talk to you more. Please call to arrange a chat, if you would like to, or just send us your completed application pack. I look forward to meeting you.

Hannah Dennis.



School Welfare and First Aid Lead

**Part Time, Permanent Post
Required September 2026**

Closing date: 9am, Monday 1 June 2026

Interview date: w/c 8 June 2026

35 hours per week, term time plus inset days

Hours: Monday - Friday, 8.30am - 4pm, including half hour unpaid for lunch

Salary range: H3 - H5 depending on experience, pro-rata actual annual salary range from £20,699 to £22,051 (based on salary range from £25,583 - £27,254 for the full-time equivalent post)

We reserve the right to make an appointment before the closing date, so early applications are encouraged.

We are seeking to appoint a confident, caring and organised person to join our team in the role of School Welfare and First Aid Lead. This role will require applicants to assess the medical and welfare needs of students and staff, and administer frontline First Aid. The successful candidate will ensure that students with ongoing medical needs are supported in school in line with their Individual Health Care Plans, administer approved medication to students and maintain records and reports, including those for statutory requirements. The role also supports our attendance officer and pastoral teams with our holistic approach to supporting young people in our care.

The position may also include other administrative duties in support of the wider school, making this role both varied and interesting. Candidates are not required to have had formal medical training however someone who has worked as a professional in healthcare, in a school as a competent first aider, as a paramedic or with ambulance services would have an advantage.



DAME ALICE
JEWENS
SCHOOL



WHY WORK AT OWEN'S

At Dame Alice Owen's, we appreciate that when staff are well looked after, and conditions are right for learning, students and staff thrive.

Owen's has a relaxed, supportive environment, the atmosphere is friendly and collegial and staff are nurtured and supported. Students at Owen's are engaged, well-motivated and behavioural issues are rare and well managed. The Senior Leadership team are fully aware of the importance of a good work life balance and are mindful of this when supporting the teams they line manage. Meetings are kept to a minimum. There are regular, whole staff and departmental social events throughout the year, and, with a nod to our 400 year old traditions, Owen's is often a fun and interesting place to be.

Working at Owen's is not just a job; it's a fulfilling and rewarding experience that goes beyond the classroom, positively shaping both students' futures and the careers of all those who work with them. If you would like to work in a school where your passion for supporting young people and contributing to their future success can truly flourish, Owen's is the perfect place for you.

In addition to this we also offer a variety of benefits including:

- Access to an Employee Assistance Package, which provides staff with a wide range of health and wellbeing services including 24 hour access to a GP;
- Excellent facilities and resources including a Fitness Suite which is open to all staff for certain hours outside of the school day;
- Free on school site parking;
- Staff child places, in line with our admissions procedures;
- A great location - the school is situated on an attractive 35-acre site in the Green Belt. Central London is easily reached, in 15 minutes, by rail from Potters Bar and the school is close to motorway links.

Hear from members of our Staff in the [video here](#) about why they enjoy working at Dame Alice Owen's School.

Watch this [video](#) to hear what our students have to say about what a special place Dame Alice Owen's School is for them.



JOB DESCRIPTION

Post Title: School Welfare and First Aid Lead

Responsible to: Deputy Head, Pastoral

Responsible for, but not limited to, the following:

Ensuring the safety and wellbeing of the school community by:

- Working as part of the wider pastoral team at the School to ensure that physical, mental and emotional needs of students and staff are met and all relevant information is shared as required;
- Undertaking health assessments of students/staff who become unwell or injured during the School day and responding accordingly;
- Supporting the attendance officer when needed;
- Accompanying students, where the need arises, to hospital and remaining with them until parents/carers arrive;
- Supporting students with chronic/ complex illnesses (including Diabetes, Asthma, Epilepsy etc), working with parents, appropriate school staff and healthcare professionals to develop and review individualised healthcare plans and ensuring staff understand the implications of care for such students;
- Meeting with students returning to school after an injury which impacts mobility, hearing or sight and agreeing a personal emergency evacuation plan (PEEP), liaising with the Pastoral team, SENCo and site staff as appropriate;
- Administering prescribed medications and recording all information in accordance with NMC practices;
- Checking that medicines are stored safely and correctly and these remain in date;
- Liaising with the Deputy Headteacher and external partners to ensure the smooth delivery of vaccination programmes in school;
- Contributing to the delivery of Health Education to students, including assisting with delivering aspects of the PSHRE programme.

Ensuring the school has all the medical resources it needs by:

- Ensuring the medical room is kept clean, tidy and well resourced;
- Ensuring that all First Aid boxes across school, as well as those used for trips, are fully stocked;
- Regularly checking that all emergency First Aid medical equipment is in good working order.

JOB DESCRIPTION (continued)

Maintaining accurate records by:

- Entering all student medical information into SIMS, maintaining accurate records in accordance with new and changing medical needs and informing staff of relevant information, including for all school trips;
- Keeping an up to date accident record book, including details of injuries, make any required RIDDOR reports for accidents at work, review for patterns and report to the Health and Safety Committee;
- Keeping an accurate list of all staff accredited with First Aid at Work, together with dates of expiry, and arrange training to ensure that an appropriate number of staff for all areas of school are trained in these skills;
- Inputting into the school's medical policy.

Supporting staff to deal safely with students with medical needs by:

- Providing or arranging specific training for all staff pertaining to appropriate medical conditions as required (i.e. epilepsy, diabetes, anaphylaxis and alike);
- Working with those leading school trips to ensure that leaders are aware and proficient in dealing with any student with medical needs.

Other:

- To deal with lost property;
- To be responsible for own continuing self-development, undertaking training in both medical and pastoral areas and participating in annual professional development and review as appropriate;
- To undertake any other administrative duties appropriate to the grading of the post as required for example, but not limited to tasks such as reprographics work, typing, filing, covering reception.

PERSON SPECIFICATION

Qualifications and Training	Desirable/ Essential
Good level of literacy and numeracy	E
5 GCSEs or equivalent including grade C in English and Maths	D
First Aid certificate or other suitable medical training	E
A knowledge of or willingness to learn about a variety of conditions such as Type 1 Diabetes - training can be provided	D
General Requirements	
A flexible approach to work with the ability to prioritise their workload	E
A warm and caring nature with the ability to develop positive relationships with students and colleagues	E
Ability to use own initiative within department protocols	E
Ability to work as a team and alone	E
Excellent communication skills	E
Commitment to equal opportunities in service delivery and employment	E
Flexible approach to supporting children and families	E
Ability to maintain an unflustered, calm and professional manner in challenging situations	E
Confidence to challenge other professionals	E
A friendly manner and good sense of humour	E
Competence	
Good organisational skills and good time keeping	E
Demonstrable awareness relating to the safeguarding, welfare and protection of children	E
Demonstrable awareness of risk	E
Experience of working in an educational and/or social care setting with young people	D
Ability to display an understanding of social welfare issues as they affect children, families and schools.	E
A positive attitude to personal development and training	E
Ability to prepare and write reports and produce factual and statistical information as required	E
Knowledge of the education system	D
Experience in working within statutory/voluntary agencies dealing with children and families	D
IT literacy	D

HOW TO APPLY

Applications will be accepted by completion of an application form via MyNewTerm on our vacancies page - <https://damealiceowens.herts.sch.uk/introduction/vacancies/>. We are not able to accept CVs for any posts based in school.

To arrange a tour or informal discussion about this position, Vicki Blackburn (Deputy Headteacher, Pastoral) via blackburnv@damealiceowens.herts.sch.uk

The school is committed to safeguarding children, young people and vulnerable adults and promoting the welfare of children and expects all staff to share this commitment. Please take time to read our [Safer Recruitment](#) and [Safeguarding and Child Protection](#) policies.

The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and applicants will be required to declare any convictions, cautions, reprimands and warnings that are not “protected” (as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020)). Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, scrutiny of the information provided in your application form and an enhanced Disclosure and Barring Service disclosure check.

We fully appreciate the time and consideration which go into applying for a new job. If there is anything we can do to help you through this process or if you have any general enquiries, please do not hesitate to ask via recruitment@damealiceowens.herts.sch.uk

