



THE
GRANGE
ACADEMY

ASPIRE FOR EXCELLENCE

LEAD FIRST AIDER / ADMINISTRATOR

Application Information:

Closing Date: Friday 8th December at 10am



A GREAT
PLACE TO
WORK



MEMBER OF THE
WADE DEACON TRUST

ABOUT THE VACANCY

ASPIRE FOR EXCELLENCE

Lead First Aider / Administrator

NJC Grade 4, SCP 7-11 (£24,294 - £25,979)

Actual salary £20,360 - £21,772.

Closing Date: Friday 8th December at 10am

Contract Information: Permanent, full time and term time only

Start Date: as soon as possible

We are seeking to appoint a confident, caring and organised person to join our team as the Lead First Aider / Administrator. The school office provides support across all aspects of school administration including reception, maintenance of pupil records and communication with our stakeholders.

The main focus of this role will be the welfare, health and safety of pupils which will include assessing students medical and welfare needs and administering front line first aid; administration of medicine including maintain records and reports; risk assessments; updating Individual Health Care Plans and resources; co-ordination of staff training and record keeping. The post holder will liaise with Progress Leaders and the Safeguarding Team to identify students who may need specialist support.

We can offer you fantastic, eager children and supportive parents. Our dynamic and friendly staff are passionate about raising standards and aspirations for all children.

Our school is well resourced and has a supportive and reflective Senior Leadership Team, Governing Body and Multi Academy Trust. We have a whole school commitment to professional development as we believe that development of staff is a key aspect in raising standards for our pupils. As a member of the Wade Deacon Trust, we can offer you numerous exciting opportunities to further develop your career.



MEMBER OF THE
WADE DEACON TRUST

A comprehensive programme of CPD supports colleagues at all career stages; through the Multi-Academy Trust we provide excellent career opportunities for our staff.

Colleagues seeking a varied, challenging and rewarding career can find this in the Wade Deacon family.

The successful applicant will have to meet the requirements of the person specification and be subject to an enhanced DBS check and medical clearance.

Application form and further details are available via the Trust website:

<https://www.wadedeacontrust.com/work-with-us/vacancies/>



PRINCIPAL'S WELCOME

Mr R. Hicks

Principal

Dear Applicant,

Thank you for your interest in this post at The Grange Academy. We are extremely proud of our school community and how students and staff work together in order to achieve the highest possible educational outcomes.

This application pack is designed to help you decide whether or not you feel this school is one in which you would like to further your career by helping our young students to raise their standards of attainment to their maximum potential.

To apply for this post;

1. Review the detail contained in this information pack.
2. Complete the Application Form, ensuring that all boxes are filled in.
3. Outline, in no more than two sides of A4 (Arial font size 12), why you are interested in this post and how you have prepared yourself so far, what contributions you feel you can make to students' development within our school, and any particular areas of strength and expertise you feel you may have

Please note that we do not accept or require your CV.

Applications will be assessed on evidence of professional competence, communication skills, leadership qualities and personal attributes.

We look forward to receiving your application.

Yours faithfully,



Principal

ABOUT THE GRANGE ACADEMY



Wade Deacon Trust

Wade Deacon Trust is a Multi-Academy Trust and an approved DfE Academy sponsor. The Trust is focused upon improving life chances for students and communities providing sustainable school improvement; and schools joining the Trust do so with the prime aim of improving each other so that they can all become outstanding schools.

The Grange Academy

The school is unique as it is an all through school and has 1085 students. Our children range from 3 to 16 years and share a wonderful state-of-the-art learning environment where they are all provided with up to date learning experiences of the highest quality.

Relationships at The Grange Academy are strong. All students are offered the best support to ensure success in everything they do and staff and students alike fulfil our motto of 'Aspire for Excellence.' Our Vision is really simple; we want 'a community that works together to create an exceptional learning journey for all.' Our mission statement is; 'we aspire for excellence through instilling our core values and providing a range of opportunities to create well-rounded students that are fully prepared for their life beyond The Grange Academy.'

We believe that working within the trust offers us an exciting opportunity to work with other schools to fulfil our vision and mission. The learning culture we have created at The Grange Academy ensures that all within our community are continuing to develop skills, knowledge and understanding daily.

We strive for excellence by ensuring high standards and expectations are evident in all that we do. All staff make every effort to ensure that our students are happy and safe at school.

Attainment and achievement at The Grange School continue to improve across all phases of learning. The levels of progress made by many hard-working individual students are exceptional. Overall, we aim to offer life enhancing experiences that will ignite curiosity, build character and provide a platform for all our students to pursue their aspirations.

The Grange Academy is an all through school and increasingly secondary phase teachers have opportunities to teach their specialist subject in the primary phase. There is a strong culture of CPD within the school and we make the most of internal CPD but also a wide range of external CPD through the trust and nationally recognised programmes.

School Site

In April 2013 following an extensive £38 million BSF building programme, the school moved into its brand-new state of the art facilities. The school was heavily involved in both the internal design and provision of high-quality external facilities. The school provides a 21st century and exceptionally high-quality learning environment which enhances the teaching and learning of our students.

Community

The majority of the school intake is from Runcorn and is across the full range of abilities and socio-economic backgrounds. There is a strong community spirit linked to the school and we work with a number of community partners to strengthen the school's commitment in this area

Runcorn

Runcorn forms one of the two main towns making up the unitary authority of Halton.

The town of Runcorn, with its excellent transport links, makes the major cities of Liverpool, Chester and Manchester easily accessible. The Wirral and North Wales are also within a reasonable travelling distance.

The population of Runcorn is approximately 69,000. Its heritage is in heavy industrial and chemical manufacture while, in recent years, the development of hi-tech, service and logistical enterprises has taken a lead. The Grange Academy is the only All through School in the borough.

Further Information

Further information is available on the school and trust websites;

<http://www.wadedeacontrust.com>

<https://www.thegrangeacademy.co.uk>



**ASPIRE
AT THE
GRANGE
ACADEMY**



MEMBER OF THE
WADE DEACON TRUST

HOW TO APPLY

Application Forms

Any interested candidate should apply by completing the Application Form, Supplementary Information Form, and attaching an accompanying letter of support addressed to the Principal Mr Richard Hicks maximum two sides of A4 font 12, addressing the following points:

- why you are interested in this post and how you have prepared yourself so far
- what contributions you feel you can make to students' development within our school
- any particular areas of strength and expertise you feel you may have

The application form and supplementary information form can be downloaded from the Recruitment page on the Trust website:

<https://www.wadedeacontrust.com/work-with-us/vacancies/>

If you have any difficulty downloading the application form, please contact Mrs E Hall at the school to request a hard copy by post. Our telephone number is 01928 562660.

APPLICATION DEADLINE:

Friday 8th December at 10am

Address

Ideally you should email your application to hr@thegrangeacademy.co.uk with the job role you are applying for in the subject line.

Alternatively you may post your application to the address below with the envelope clearly marked with the job role you are applying for to:

*Human Resources
The Grange Academy
Latham Avenue
Runcorn
WA7 5DX*

Visiting

We welcome informal visits from all applicants before they apply. If you wish to do so, please contact hr@thegrangeacademy.co.uk to arrange an appointment.

Feedback

If you have not heard from us within three weeks of the above closing date, then please assume that on this occasion your application has been unsuccessful. As we receive a large number of applications for each post advertised, unfortunately we cannot provide feedback to individual candidates as to why they were not short-listed for interview.



THE
GRANGE
ACADEMY



@grangeacademy



@Grange_School



thegrangeacademy



The Grange Academy

Latham Ave, Runcorn, WA7 5DX

Tel: 01928 562660

Email: info@thegrangeacademy.co.uk

www.thegrangeacademy.co.uk

ASPIRE FOR EXCELLENCE