

# **Recruitment Information**

## **First Aid Officer**

Full Time Monday to Friday 8am to 3.30pm

Grade C/D FTE £25,186 to £30,564, Actual Salary  
£20,378 to £24,730 depending on experience

Permanent Term Time Only

Required From ASAP

Application Deadline: Friday 10th April at midday

Interview Date: TBC

Company Registration Number: 7703800

Name of the Academy Trust: Testwood School

Data Protection Registration No. Z5506335

Registered Address: Testwood School, Testwood Lane, Totton,  
Southampton, Hampshire, SO40 3ZW

For more details, visit [www.testwoodschoo.co.uk](http://www.testwoodschoo.co.uk)

# Welcome To Testwood School

## Testwood School has been educating the young people of our community since 1946.

We are a mid-size 11-16 comprehensive school located in Totton. We aim to nurture our young people to become respectful, resilient and proud to take responsibility in our community. We aim to do this by aiming to consistently act in accordance with our core values of being **Caring, Inclusive and Ambitious**.

We are proud of our good reputation in the community and many of our students are not the first generation to attend Testwood. Some even claim to be fourth generation Testwood!

We are proud of our traditions, such as our House system, but we also embrace change, seek to learn from best practice elsewhere, and prioritise the professional development of our staff. We do this not just to improve our effectiveness as a school, but also because we recognise that learning and development are as important to staff as they are to our students here at Testwood School.

We are proud that our staff culture is open, collaborative and supportive. If you too want the very best for young people, recognise that this can be challenging at times, are prepared to work hard, and would like to be a part of our school community then I would encourage you to apply to join us.

**Tim Webber**  
Headteacher, Testwood School



# First Aid Officer- Job Description



**Testwood School is a great place to work. It has a strong sense of community where students are at the heart of what we do.”**

We are seeking a caring, reliable First Aid Officer to join our school community and support the health and wellbeing of our students and staff. This vital role involves providing immediate first aid care, managing medical records, and responding calmly and professionally to illness or injury during the school day.

The successful candidate will hold a recognised First Aid qualification (or a first aid course will be provided) and demonstrate excellent communication skills, empathy, and discretion when working with children, families, and staff. Experience in a school or childcare environment is desirable,

You will play a key role in promoting a safe learning environment, administering medications in line with school policies, and liaising with parents and external health professionals when required.

If you are organised, compassionate, and committed to supporting young people’s wellbeing, we would welcome your application to become an important part of our dedicated school team.



**Please send your completed application form to Jayne Baker, Headteacher’s PA at: [jbaker@testwoodschoo.co.uk](mailto:jbaker@testwoodschoo.co.uk)**



**We positively encourage prospective candidates to visit our school prior to applying, please contact the Headteacher’s PA, Jayne Baker to arrange this.”**

# Person Specification

## Essential Requirements

- Educated to GCSE standard at pass level for English and Maths
- Commitment to training/health and safety legislation
- Valid first aid qualification

## Desirable

- Additional health or welfare-related training (e.g mental health)
- Diabetic trained

## Experience

- Experience working in a secondary school, healthcare or youth setting
- Experience maintaining medical records and confidential information
- Collaborative working within a team

- Working with students with mental health needs
- Working with diabetic students

## Knowledge & Skills

- Full working knowledge of relevant policies/codes of practice
- Committed to safeguarding and promoting the welfare of students and staff
- Awareness of common childhood illnesses and medical needs
- High standard of interpersonal and oral/written communication skills
- Strong organisation and record-keeping skills
- Ability to remain calm and reassuring in emergencies
- Good communication skills

- Awareness of requirements of SEN and disability legislation
- Familiarity with DfE guidance on supporting students with medical conditions
- Good ICT skills
- Ability to support emotional wellbeing and student welfare
- Confidence in coordinating Individual Healthcare Plan

## Personal Qualities

- Ability to build relationships easily with young people and adults
- Compassionate and empathetic approach to pupil care
- Discreet and professional when handling sensitive information
- Ability to work flexibly and respond to developing needs
- Must be reliable and have integrity
- Must have a sense of humour and resilience
- Proactive approach to working

# Testwood School Senior Team: Why work with us?



I have worked in 8 schools during my career, and this is my favourite by some distance. We are indebted to those who have worked at Testwood before us for creating such a good reputation and solid foundations on which to build. We have high standards to live up to and we expect everyone at Testwood to improve the school so that we hand it over to our successors as an even stronger school than we found it.”



**Tim Webber**  
Headteacher



I consider myself lucky to have worked at Testwood since 2005. No two days are the same and it is a real pleasure to come to work every day. Working with young people is a privilege and we are lucky to be in the position to be able to make a difference.”



**Phil Ward**  
Deputy Headteacher for  
Student Welfare



I joined Testwood in 2023, I am excited to be part of the changes that we are making with our curriculum and offer at KS4, with both academic and vocational qualifications. We want to ensure that our students leave us well prepared to meet the challenges of their next steps and become valuable members of the Totton community.”



**Becky Magee**  
Deputy Headteacher for  
Student Learning and  
Performance



**No two days are the same. Ever. That's probably why when I joined in 1996, I am still a member of the staff. Considered to be back office staff you still feel the energy, commitment and the inclusivity from colleagues who make Testwood a brilliant place to work."**



**Jackie Barker**  
Finance Director



**Testwood School is a community with a strong bond between staff, students and parents. This has made it a special place to work since I joined in 2009. I feel privileged to be part of such a supportive environment where I have had the opportunity to work with so many talented teachers."**



**Nick Gilbert**  
Assistant Headteacher  
for Staff Learning and  
Performance



**Testwood School has a positive, supportive and collaborative environment. We aim to build strong, lasting relationships with students, colleagues, and the wider school community, which makes working here so enjoyable and rewarding. Testwood School is such a special place and I am grateful and proud to have been part of its community for so many years."**



**Dermot Murphy**  
Assistant Headteacher  
for Student Belonging



**Having worked here for 15 years, I feel that Testwood is the place for me. The staff are brilliant; committed, hardworking and with a great sense of humour. We are a collaborative team, working so closely together and always supporting each other and we would be delighted for you to join our Testwood Family."**



**Jools Housham**  
Assistant Headteacher  
for Staff Welfare and  
Belonging



## Testwood School: What Our Staff Say



**I thoroughly enjoy working at Testwood School and that is due to the brilliant staff and students. I feel very supported and work so closely with my team, it makes the day so much brighter. I know that our senior staff will always be there to support me and if I have any concern, they will always listen.”**



**Rachel White**  
Curriculum Leader Media Studies, HOY



**I really do love my school and fully enjoy teaching Mathematics to my students. I find my colleagues to be very approachable, having an ‘open door policy’, and committed to doing the best for our students. I feel safe in the guidance and decision-making of our Senior Leadership Team and I am comfortable to approach them with concerns or raising alternative opinions. Our staff are very welcoming and open and I am privileged being part of a growing team making those marginal gains for all our students.”**



**Ashley Terblanche**  
KS3 Coordinator for Maths



**I thoroughly enjoy working at Testwood School and that is due to the brilliant staff and students. I feel very supported and work so closely with my team, it makes the day so much brighter. I know that our senior staff will always be there to support me and if I have any concern, they will always listen.”**



**Libby Canning**  
Attendance Officer



# Testwood School: What Our Students Say



**It is such a caring and positive environment. The teachers are encouraging and help you, whilst still letting your work be authentic and genuine to my visions.”**

Year 10 Student



**At Testwood, there are so many opportunities and so many subjects that I love. There are so many great things about the school and all the teachers are really nice.”**

Year 7 Student



**The staff find so many incredible opportunities for us to learn. They really care about us and our futures.”**

Year 10 Student



# Additional Application Information

## Safer Recruitment

Testwood School are committed to safeguarding and promoting the welfare of all children and preventing extremism. The Trust is required to conduct a variety of checks and online searches about you as part of their recruitment process in accordance with Keeping Children Safe in Education guidance. It is an offence to apply for certain roles within schools if you are barred from engaging in regulated activity relevant to children.

## Data Protection Act 1998

You should be aware that the information you have provided will be stored on our Testwood Secure Database and will only be used to process your application. It will not be passed on to any other person or organisation.

## Privacy Notice

The School collects information about you in order to provide you with recruitment and employment services. We will use the information for the recruitment and selection process and, if successful, to activate employment with the School.

The legal basis for processing your personal data is that it is necessary for the performance of the employment contract or in order to take steps before entering into a contract and is necessary for the County Council to comply with a legal obligation.

The legal basis for processing special category data is that processing is necessary for the purposes of carrying out the rights and obligations in the field of employment, that it is necessary for the reasons of substantial public interest and that it is necessary for the purposes of the assessment of the working capacity of the employee.

We will keep your personal information for one year following the interview date if you are not successful, and for the duration of your employment plus 7 years if you are successfully appointed.

You have some legal rights in respect of the personal information we collect from you. Please see the School's website for further details on their privacy notice and data protection policy. You can contact the School's Data Protection Officer if you have a concern about the way they collect or use your data.



**Caring | Inclusive | Ambitious**



**Company Registration Number: 7703800**  
**Name of the Academy Trust: Testwood School**  
**Data Protection Registration No. Z5506335**  
**Registered Address: Testwood School, Testwood Lane, Totton,**  
**Southampton, Hampshire, SO40 3ZW**  
**For more details, visit [www.testwoodschoo.co.uk](http://www.testwoodschoo.co.uk)**

# Pack Editing Instructions

## Changing an Image

To change or swap out an image for another, follow these simple instructions:

1. Right click on the image you wish to amend and select 'Format Picture.'
2. Click on the first option at the top of the 'Format Picture' command box ('Fill & Line') and select 'Picture or texture fill.'
3. Click 'Insert' under 'Picture Source.'
4. Select your image from your file source.
5. You can adjust the placement of the image using the 'Offset X' and 'Offset Y' controls.
6. If the original source image is a different dimension to the container shape, you can crop the image by clicking on the 'Picture' option at the top right of the 'Format Picture' command box and adjust the 'Width' and 'height' options.