



ST CATHERINE'S SCHOOL
TWICKENHAM



**First Aider/Administrator and Pupil Support
Temporary, Part time/Full time
To start as soon as possible**

St Catherine's is very proud of its friendly atmosphere, excellent pastoral care and strong academic reputation. All staff members work together to create a happy, confident and inclusive community, where pupils, staff and visitors feel welcome.

We seek a temporary First Aider, who will play a key role as the first point of contact in the delivery of a high quality school first aid service to the pupils of the School. This is a varied role, and the post holder will deal with a wide range of physical needs, administer first aid and support aspects of health education, while also showing support and care for pupils.

The role also includes helping staff to support pupils with more complex medical needs both in school and when taking them off-site for trips and visits, and liaising with parents and external agencies where appropriate.

Applications are welcome from people who do not have experience in schools, but are enthusiastic to be part of a friendly and supportive community and who may be interested in other positions related to pupil welfare and/or administration. Full training will be provided.

The School also has vacancies for other support roles, including Breakfast Club, After School Care and general administrative assistance, which can be linked to this First Aid role. More information on these roles can be provided upon request. Some roles are permanent, and the School has a flexible approach so that we can create the best role for valued staff. Applicants are invited to make their experiences and preferences clear.

All members of staff at St Catherine's are expected to be fully supportive of the aims and ethos of a Catholic school and be committed to safeguarding and promoting the welfare of children and young people.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to a number of safer recruitment checks including an enhanced DBS, Barred List and online and social media checks as part of Keeping Children Safe in Education and, once in post, receive further training and updates. This post is exempt from the Rehabilitation of Offenders Act 1974.

If you feel you have the experience, enthusiasm and commitment necessary for this post, then we would be delighted to receive an application from you.

The School seeks to fill this post as soon as possible, so early applications are recommended. Applications will be reviewed as they are received and interviews held on a rolling basis.

Please return your application via email to recruitment@stcatherineschool.co.uk