



Penistone Grammar School Medical & First Aid Officer

Never Stop Flying





Penistone Grammar School

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Principal: Mr P Crook (B.Ed Hons)
Huddersfield Road, Penistone, Sheffield, S36 7BX
www.penistone-gs.uk
enquiries@penistone-gs.uk
01226 762114
@PenistoneGS

Achieving Excellence through a Values Driven Education

Dear Applicant

Thank you for expressing an interest in Penistone Grammar School. I hope that the information in this pack is helpful in providing an insight into our learning community.

Penistone Grammar School really is a special place to work. There's no doubt that our amazing student body of 1,900 and our state-of-the-art building, set in beautiful surroundings, make coming to work worthwhile. However, what really makes Penistone the school it is, is our staff. Our success as a school is directly attributable to the collaborative interaction and support between colleagues, complemented by a commitment to doing all they can for the benefit of each and every one of our students. We value the unique contribution each member of staff makes to our learning community.

If you would like to apply for this post, please complete and return the attached application form.

Please contact Rebekah Williams (HR Officer) on 01226 762114 or email HR@penistone-gs.uk if you require further information or assistance.

Yours sincerely

Mr Paul Crook
Principal



Penistone Grammar School

We are a large and successful school with state-of-the-art facilities. The school comprises of 1900 students including 300 post 16 students. We are fully committed to meeting the needs of all our students and providing them with the very best teaching and learning. Students come to us from the small town of Penistone and from the surrounding villages. We also take students from further afield and we are over-subscribed. Our intake is genuinely comprehensive although we have retained Grammar School in our name to maintain the link with our history.

As the Principal, I am very excited about our future plans and as a staff we are working hard to make the most of our building to ensure that we can provide fantastic, new and exciting learning opportunities. We already share our best practice with other schools. Our ICT infrastructure is first class and the strategic development of ICT is central to the learning and teaching agenda for the school. This is a major focus of the Continuous Professional Development (CPD) programme to make sure that our staff have the skills to deliver new courses and to deliver learning in new and innovative ways. We are focussed on developing our students' ability to learn how to learn and we respond in a structured way to the individual needs of learners. Within this context we are always exploring new approaches to learning for both students and staff. At PGS we are researching and developing the very best pedagogical practice to ensure that Penistone is a flagship for innovation and creativity.

We are a vibrant, oversubscribed 11 to 18 comprehensive school with excellent GCSE results across all subjects; we are recognised as one of the highest performing schools in the region in terms of Key Stage 4 outcomes. Our A level results and destinations are equally impressive, with the school placed in the top 25% in the country and over 95% of students gaining entrance to their preferred choice of university in 2025.

Our school culture is built around our 5 Core Values: Aim High, Be Determined, Be Kind, Be Proud and Be Supportive. We are also extremely proud of our Values Driven approach. Our last Ofsted inspection was very positive, confirming that we are securely 'good' in every category.

We have a great deal to offer, we are a happy educational community where the quality of relationships is of paramount importance for both our students and staff. You will be part of an excellent staff team whose aim is to deliver the highest quality learning opportunities for our students and to ensure that they achieve at the highest possible level. We will support your professional development and work with you in the achievement of your professional objectives.

You will work hard if you join us, but the rewards will be great. We hope you are creative, energetic, skilled, knowledgeable and innovative. We hope you will help us to take our school forward to become truly outstanding in every respect.

We look forward to receiving your application and thank you for the interest you have shown.



Medical & First Aid Officer

Penistone Grammar School, Huddersfield Road, Sheffield, S36 7BX
01226 762 114 - www.penistone-gs.uk - @PenistoneGS



We are seeking a confident, caring and organised Medical & First Aid Officer to join our associate staff team, supporting the health and welfare of our students.

Contract:	Permanent, full-time
Hours:	35 hours per week, term time only (38 weeks + 2 days)
Working Pattern:	Circa 08:15am to 15:45pm Mon-Fri*
Salary Range:	Grade 6, SCP 18-23 (£31,537 – £34,434 per annum FTE equivalent)
Actual Salary:	£25,588 to £27,906 per annum
Start Date:	September 2026

About the role:

The Medical & First Aid Officer plays an integral part in supporting the health and welfare of our students. The post holder will lead on the provision of first aid and medical assistance to students and staff; be the lead for managing and administering medicines to students; and to support in the production of individual healthcare plans, PEEPS, and risk assessments in collaboration with the Inclusion and SEND teams.

The successful candidate will have:

- A current first aid qualification or willingness to undertake first aid training.
- Experience of preparing and completing risk assessments and accident reporting.
- Excellent interpersonal and communication skills with the ability to relate to our students
- Ability to work independently using their own initiative with a flexible and adaptable approach.
- Ability to work cooperate effectively as a team member and work collaboratively with others; peers, internal and external customers and stakeholders.

**Please note that the working pattern outlined above may be subject to change at any time in line with the needs of the school.*

About our school:

Our school culture is built around our 5 Core Values: Aim High, Be Determined, Be Kind, Be Proud and Be Supportive. We are also extremely proud of our ambition to achieve excellence through a values driven education. We are a vibrant, oversubscribed 11 to 18 comprehensive school with excellent GCSE results across all subjects and are recognised as one of the highest performing schools in the region in terms of Key Stage 4 outcomes. Our A level results and destinations are equally impressive, with the school placed in the top 25% in the country with over 95% of students gaining entry to their preferred choice of university in 2025.

We are committed to professional development for all staff, regardless of role. We have an innovative staff development programme, which truly empowers teachers to take control of their own professional development through a supportive peer-coaching model. Regardless of what point you are at in your career and whatever your aspirations may be, Penistone Grammar School can support you to achieve them. As a school, we pride ourselves on innovative practice, consistently high standards of teaching and learning, and a commitment to the success of all students, both academically and pastorally. If you share our vision, we want you to be part of our team.

How to Apply:

Please complete the Associate Staff Application form and return it to hr@penistone-gs.uk.

The closing date for applications is by 10:00am on Monday 22nd June 2026*

**Please note that we reserve the right to close the application window earlier if necessary.*

If you would like to arrange a school visit prior to applying, or have any questions about this role, please contact Rebekah Williams (HR Officer) on 01226 762114.





JOB DESCRIPTION

Penistone Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Job Title	Medical and First Aid Officer
Responsible to	Administration Manager, with input from Governance and Compliance Officer
Responsible for	None
Grade	Grade 6, SCP 18-23
Purpose of the Role	To lead on the provision of First Aid and medical assistance to students and staff. To be the lead for managing and administering of medicines to students. To play a key role in the ongoing health and welfare of students and staff across the school. To support in the production of individual Healthcare plans, PEEPS, and Risk Assessments in collaboration with the Inclusion and SEND teams.

The following information is provided to assist staff joining the school to understand and appreciate the work, content of the post and role they are to play in the organisation. Whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have been used which assume all the usual associated routines.

MAIN DUTIES

1. Attend to the medical needs of students and staff, providing first aid and signposting to other medical providers where necessary, ensuring safeguarding arrangements are in place.
2. Collect medication from students for safe storage and administration.
3. Liaise with School Health and School Immunisation Team, alongside the Governance and Compliance Officer to run regular programmes of medical, dental, optical and auditory testing and immunisation as required.
4. Ensure accident reports are completed in accordance with the Health and Safety Policy.
5. Provide basic First Aid and accident briefings for the information of staff.
6. Ensure that First Aid boxes are fully equipped, checked and refilled.
7. Attend meetings within and on behalf of the school as required.
8. Liaise with feeder primary schools prior to the beginning of each academic year to ensure the smooth transfer of medical information for the new intake.
9. Keep student medical information up to date, and ensure dissemination with staff as appropriate
10. Be the main point of contact for parents of students with ongoing medical issues.
11. Keep stock of equipment and materials and order as required, ensuring deliveries are accurate and invoices correct within an allocated budget.
12. Maintain accurate records and produce reports as required.
13. Produce risk assessments, including supporting with the production of risk assessments for trips when necessary.
14. Comply with the school's security requirements in relation to access to medicines and student information (including GDPR).
15. Ensure that own medical training and approach is up to date and in line with current medical advice and practice.
16. Analyse student attendance at medical and first aid, sharing information with colleagues where early intervention may be required.
17. Attend medical callouts to classes where students are feeling unwell.
18. Arrange training for other first aiders and the wider staff body specifically in relation to medical and first aid, as needed.
19. Act as a Fire Marshal in the case of a fire / emergency evacuation where required.
20. To comply with the school's safeguarding procedures, including regular liaison with the Designated Safeguarding Lead (or Deputy) regarding any safeguarding issues or concerns.



GENERAL INFORMATION

1. To play a full part in the life of the school community, to support its mission and ethos and to encourage staff and students to follow this example.
2. To actively promote the school's policies generally and specifically including those in relation to child protection and safeguarding.
3. To actively promote and undertake personal professional development and the professional development of colleagues.
4. To ensure compliance with the school's procedures concerning safeguarding.
5. To actively participate in the appraisal process.
6. To undertake other reasonable duties as requested in accordance with the changing needs of the organisation.

OTHER POINTS OF NOTE

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description on a short-term basis.
- Employees are expected to maintain a standard of business dress conducive to their position as a professional and in setting an example to students.

REVIEW ARRANGEMENTS

The details within this job description were revised in **June 2026** and will be reviewed annually as part of the Appraisal process.





PERSON SPECIFICATION

Penistone Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

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Responsible for	None
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SKILLS AND ABILITIES	Essential	Desirable
Excellent interpersonal and communication skills with the ability to listen, question, negotiate and reflect	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to work independently using own initiative with a flexible and adaptable approach	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to cooperate effectively as a team member and work collaboratively with others: peers, internal and external customers and stakeholders	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to communicate at all levels, both written and verbal, with a wide range of audiences including parents and external agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to relate to students and establish respectful relationships	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to demonstrate respect for confidentiality or information at all times	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to use a variety of ICT applications effectively including the Microsoft Office suite	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to provide a professional, and efficient service	<input checked="" type="checkbox"/>	<input type="checkbox"/>

EXPERIENCE	Essential	Desirable
Experience of preparing and completing risk assessments	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Experience of accident reporting	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Previous experience of working within a school	<input type="checkbox"/>	<input checked="" type="checkbox"/>

EDUCATION, QUALIFICATIONS AND TRAINING	Essential	Desirable
5 GCSE's grades A-C or equivalent (including Mathematics and English)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Current First Aid Qualification (or willingness to complete)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Commitment to undertaking continuous professional development	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ADDITIONAL FACTORS	Essential	Desirable
An interest in the type of work involved	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A willingness to share information and expertise	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A commitment to on-going personal development	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Available to work at the required times	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A commitment to the safeguarding of children and young people	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A flexible approach to accommodate the changing needs of the school	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A commitment to the on-going development of PGS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
An understanding and commitment to the values and vision of Penistone Grammar School and the ability to share these with all stakeholders	<input checked="" type="checkbox"/>	<input type="checkbox"/>