



**Job Pack**  
**First Aid Coordinator and Administrative Assistant**

**Permanent, term time**  
**Monday - Friday, 0845-1545**

Start date: March, with an opportunity to shadow our current First Aid Coordinator to support a smooth handover.

## First Aid Coordinator and Administrative Assistant

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### **About the School**

Hamilton College is a non-denominational Christian Independent school for children and young people from the ages of 2-18. The school encompasses Nursery, Junior and Senior levels generating a truly 'family' atmosphere for the individual as they journey through the school.

We provide a challenging, inclusive education for all, with class numbers restricted to ensure that adequate time and provision is accorded to the individual pupil. This philosophy promotes excellence in the individual in their preferred areas of learning. Our Vision and Purpose underpin all that we aim to do at Hamilton College.

Our Vision is that by inspiring children, together we can change their future, shape society and make an impact on our world.

Our Purpose is to be a centre of excellence in education, where children are encouraged to develop their own unique pathways preparing them for life and work and to excel in a changing future.

The school sits in 17 acres of grounds comprising woodland, sports fields and recreation areas and benefits from stunning views over Hamilton Park Racecourse towards Strathclyde Country Park.

### **Academic**

We are very proud of our academic standards, and our pupils perform consistently and significantly above national averages at all levels throughout the school. In the Junior School, pupils' progress exceeds national expectations at each stage and in the Senior School, our examination results regularly show that we add significant value to our pupils' educational progress.

### **Uniform**

We insist on high standards in all areas of school life, including pupils' appearance and school uniform. A smart and tidy uniform helps us to instil pride in the school and Our Ethos, promotes a positive work ethic, positive behaviour, maintains good discipline, and fosters a spirit of partnership among pupils, as well as contributing to school security and personal safety.

### **Behaviour**

We expect pupils to respect the school, each other and themselves and treat others in the way they would like to be treated. Respecting the Whole School Behaviour Code helps to create a safe, pleasant learning environment where each pupil can achieve their best and fulfil their God-given potential.

Christian values underpin everything we aim to do in the school.



**GRACE • CONFIDENCE • WISDOM**  
**INNOVATION • COMPASSION • REFLECTION**

#### **Grace**

We aim to be humble, generous, and polite. To give willingly without expecting anything in return. To be aware of the consequences of our actions. To trust and forgive, valuing friendship and service.

#### **Confidence**

We aim to be determined. To always do our best and celebrate achievements. To develop our communication skills so that we can express ourselves clearly and articulately. To work well independently and as part of a group.

#### **Wisdom**

We aim to make responsible decisions founded on sound knowledge, considered understanding, and informed evaluation. To be balanced, expressing our views assuredly, while respecting other beliefs and opinions.

#### **Innovation**

We aim to ask difficult questions and try new things. To dare to be different. To find joy in our learning, and to inspire others. To keep trying when things get tough and to work hard, actively seeking help when we need it.

#### **Compassion**

We aim to be caring, empathetic and respectful. To be a welcoming and supportive family which contributes to local, national and international communities. To be principled, honest, and fair.

#### **Reflection**

We aim to consider our strengths with self-awareness, while learning from our mistakes. To know ourselves, considering our relationship with God and with the wider world. To listen, think, and use our experiences to advise and support others.



**Purpose of the Role:**

The First Aid Coordinator and Administrative Assistant's role is to lead, manage and deliver high-quality first aid provision across the school while also providing essential administrative and attendance support to ensure the smooth and safe operation of the school day.

The First Aid Coordinator and Administrative Assistant is responsible for responding to first aid incidents, maintaining accurate records, overseeing first aid resources and equipment and ensuring the compliance with statutory requirements and school policies. The role supports learners with ongoing medical needs and works closely with parents, staff and external medical professionals to provide effective care across the school community.

The First Aid Coordinator and Administrative Assistant also supports the overall administrative operations of the school by assisting in attendance management. The First Aid Coordinator responsibilities include recording learners' daily attendance ensuring compliance with school policies and adhering to GDPR regulations.

# **Job Description**

## **First Aid Coordinator and Administrative Assistant**

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**Job Description:** Full Time First Aid Coordinator and Administrative Assistant

**Status and Hours:** 32.5 hours per week, Monday - Friday, 0845-1545, term time.

**Responsible to:** Deputy Head Pastoral

**Purpose of job:**

To provide an effective, high-quality First Aid care to learners, act as the first point of contact for serious first aid cases and oversee first aid care to all members of the school community. The First Aid Coordinator and Administrative Assistant also supports the overall administrative operations of the school by assisting in attendance management.

**Ethos:**

To make an effective contribution towards meeting the aims of Hamilton College and upholding its ethos.

**A. Main Duties**

**Duties and Responsibilities:**

1. Manage the First Aid room and provide day-to-day medical care for all learners and staff.
2. Act as the first aid point of contact for serious injuries and accidents, including head injuries/possible concussions.
3. Manage learners with chronic illnesses.
4. Administer medicines under protocols and oversee the administration of medicines by appropriate others, ensuring appropriate records are maintained and contact parents/carers as necessary.
5. Coordinate vaccination sessions held by the Local Authority for the relevant age groups of learners, undertaking the necessary communications with school nurses and parents/carers, as well as ensuring appropriate records are completed.
6. Keep an accurate and up to date First Aid Log. Prepare monthly data analysis of First Aid activities for SLT, and when requested.
7. Enter all pupil medical information into 3sys (MIS) in liaison with the Data and Staff Coordinator, to maintain accurate records in accordance with new and changing medical needs. Inform staff of relevant information.
8. Maintain and replenish the defibrillator, emergency adrenaline auto-injectors, and emergency salbutamol inhalers located at the school.
9. Deliver appropriate sessions at INSET or other times to support the delivery of First Aid throughout the School.

10. Support the staff who contribute to the delivery of First Aid.
11. Support Nursery staff as required in the provision of First Aid.
12. Organise appropriate accompaniment to hospital in the case of an emergency response.
13. Carry out monthly stock audits of all First Aid boxes and First Aid kits throughout the school (including those used for trips) and ensure they are replenished. Liaise with the Finance Department to procure essential First Aid supplies.
14. Ensure all emergency First Aid medical equipment is in good working order.
15. Ensure the Pupil Health Policy is actioned and kept up to date.
16. Keep an accurate list of all staff accredited First Aid at Work, together with dates of expiry and liaise with the CPD coordinator to arrange training to ensure that an appropriate number of staff for all areas of school are trained in these skills.
17. Undergo training and maintain First Aid qualifications as necessary.
18. Maintain confidentiality of information acquired while undertaking duties for the school.
19. Undertake main entrance duty each morning, monitoring lateness, in rotation with other staff.
20. Senior School attendance daily - morning and afternoon checks, following policy protocols.
21. Ensure new starts/leavers file transfers in Senior School. Liaise with schools regarding transfer of data in compliance with GDPR (can be throughout year however mainly in August for new starts).
22. Cleansing of Pupil Support records, archiving of files annually, and preparing files for transfer to new schools in the Senior School, along with requesting files and sending CP Transfer of File Letters to new learner's previous schools (August each year).

### **Quality Assurance**

1. To participate in the systematic self-evaluation of quality improvement as required by the Senior Leadership Team (SLT).

### **Accountability**

1. To be accountable to and responsible for the performance of the main duties and objectives, reporting to the Line Manager as required.
2. To undertake all responsibilities whilst being mindful of the importance of security, data protection and, most importantly, the protection of children.
3. To ensure compliance with software licensing and copyright law and internal policies and procedures.

### **Responsiveness**

To contribute to school improvement groups and projects and undertake any other duties reasonably required by the SLT.



## **B. Specific Objectives**

### **Health and Safety**

To take all reasonable steps to exercise a duty of care and ensure the safety and welfare of learners and staff.

### **Hamilton College Profile**

To promote a positive, high profile for Hamilton College with learners, staff, and visitors.

### **Professional Review**

To undertake a programme of professional development as agreed with your line manager and the Senior Leadership Team.

### **Resources**

To make effective use of the accommodation, resources and facilities.

### **Confidentiality**

To adhere to GDPR and Data Protection Regulations, whilst maintaining confidentiality.

### **Safeguarding**

Hamilton College is committed to safeguarding and promoting the welfare of learners. We expect all staff to share this commitment and to undergo appropriate checks, including an update PVG check.

February 2026

# Person Specification

## First Aid Coordinator and Administrative Assistant

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| Category                    | Essential  | Desirable   |
|-----------------------------|--|---|
| Qualifications and Training | First Aid at Work qualification (or willingness to train).<br>Good standard of general education including English and Maths.<br>Evidence of relevant professional development.  | Additional medical-related training (e.g. asthma, anaphylaxis).   |
| Experience                  | Providing First Aid in a workplace, school or public setting.<br>Working in a busy administrative role.<br>Maintaining accurate and confidential records.<br>Using IT systems for data entry, logging or reporting.<br>Working with children, young people or with members of the public.  | Experience in a school environment.<br>Use of attendance systems.<br>Coordinating First Aid provision.<br>Handling sensitive pupil data.                          |
| Knowledge and Skills        | Strong understanding of First Aid procedures.<br>Ability to stay calm under pressure.<br>Excellent organisational and administrative skills.<br>Competent IT user (email, spreadsheets, digital logs).<br>Ability to produce accurate attendance reports.<br>Understanding of GDPR and confidentiality requirements.<br>Clear and confident communication skills.<br>Ability to work independently and prioritise. | Knowledge of safeguarding responsibilities.<br>Familiarity with school attendance requirements.<br>Understanding of Health & Safety in schools or public setting. |



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|--------------------|--|--|
| Personal Qualities | Calm, reassuring and confident manner.<br>Highly organised and reliable.<br>Empathetic, caring and supportive.<br>Strong attention to detail.<br>Professional, discreet and trustworthy. |  |
| Other Requirements | Current PVG membership or eligible to obtain PVG clearance (to work with children).<br>Right to Work in UK status.   |  |

### Benefits and Rewards

In return for your contribution to the school you will receive:

- Daily lunch and refreshments
- Friendly, team-oriented and supportive working environment

If you would like more information, please contact the PA to the Headteacher on 01698 282700 or [headteacher@hamiltoncollege.co.uk](mailto:headteacher@hamiltoncollege.co.uk) for an informal discussion.

### How to Apply

To apply for this post please complete our application form and write a letter to our Headteacher outlining your interest in the post. Applications should be sent to [hcapplications@hamiltoncollege.co.uk](mailto:hcapplications@hamiltoncollege.co.uk) by noon on 23 February 2026.

**Applications open 9 February closing date 23 February 2026.**