

Headlands School



Support Services Assistant - First Aid Focus

7.5 hours per week to be worked on a Wednesday,
term time only

Scale Point 4A - £27,254 plus First Aid Allowance of
£105 per year - pro rata
(Actual Salary £4,662)

Permanent Contract

If you want to work in a role where no two days are the same, this is the job for you!

Duties will be varied but will involve working with all members of the school community in differing capacities. Working across a range of software packages, dealing with all aspects of administrative support. The successful candidate will contribute to the Student Services Team along with first aid duties. Therefore, a First Aid Certificate would be advantageous but is not essential as training will be provided.

You should have recent experience of working in a very busy office environment, be a true team player with excellent communication and organisational skills. With up-to-date knowledge of lean administrative procedures, systems and relevant use of software. You will be supported to work on your own initiative, offering solutions to meet the demanding requirements of the role.

We can offer:

- A chance to develop with superb quality CPD opportunities
- Access to a free onsite Gym
- A supportive and collaborate team working environment, where we ensure staff wellbeing remains a top priority
- Access to a free staff Counselling Service
- Cycle to Work Scheme
- Local Authority Rewards Scheme

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. These appointments will be subject to an Enhanced DBS check.

An application pack can be obtained from our website: www.headlandsschool.co.uk. Please apply by emailing your completed application form to h.r@headlandsschool.co.uk.

Closing Date: Wednesday 13 May 2026

Interview Date: Week commencing 18 May 2026