



# ST. CATHERINE'S COLLEGE

A CHURCH OF ENGLAND ACADEMY



Attendance & First Aid Assistant - Salary: £25,989 pa pro rata  
30 hours per week - term time only



## Thank you for your interest in joining our team at St Catherine's College.

We are delighted to have the opportunity to share the information for this role with you. We invite you to take a moment to explore our website at [www.stcatherines.college](http://www.stcatherines.college), to find out more about us. We hope you find these resources helpful, as you consider this exciting opportunity.

St Catherine's College is situated on the sunshine coast, beautifully set between miles of unspoilt coastline, part of the South Downs National Park, Beachy Head and 1066 country. Eastbourne is a wonderful place to live and work.

As a Church of England Academy and part of the Diocese of Chichester Academy Trust, we are unique in East Sussex. We are committed to putting our students at the heart of everything we do. We believe that by emphasising high standards and firm boundaries, all underpinned by our Christian vision and values, we create a safe and nurturing environment where students can thrive.

St Catherine's College prides itself on forging strong relationships with families, students and staff alike. We are always hugely oversubscribed as a result of the high standards and values we promote.



At St Catherine's College, we take great pride in our talented and highly motivated staff and students. Our team works tirelessly to provide the best possible learning experience, and we value the unique contributions of every member of our community.



We provide a welcoming and supportive environment for staff where we actively promote opportunities for personalised CPD. All our staff are precious to us; their health and wellbeing is of paramount importance and therefore we offer a highly subsidised membership to Benenden Private Medical Healthcare.

Our vision is to prepare our students to excel locally, nationally, and globally, to become independent learners and responsible citizens, and to embrace the challenges of an ever-changing world. We believe that education is not only about academic excellence, but also about nurturing the values, attitudes, and behaviours that enable individuals to learn to live together in a supportive, accepting, and compassionate manner.



We strive to empower every student, regardless of their background, to become an active participant in shaping their community and society. By focusing on life skills such as communication, collaboration, and self-motivation, we equip our students with the tools they need to become confident, aspirational, and resilient individuals.

We are delighted that you are considering applying for this post. We look forward to working together to enable our students to excel and flourish in their secondary education and beyond. As Jesus said, **'I have come that you may have life, and have it to the full' (John 10 v10b)**. We believe that by working together, we can help our students achieve their fullest potential.



Staff "set very high standards for students' behaviour. Students respect these expectations. As a result, behaviour is good in this school and classrooms are calm and purposeful." *Ofsted*

"There is powerful team camaraderie present in this school. Staff work very well together to help students fulfil their potential." *Ofsted*

# Job description

## **Attendance & First Aid Assistant**

**Salary: £25,989 pa (pro rata)**

**Hours: 30 hours per week - term time only**

**Actual salary: £18,670**

### **Main Purpose of the Job**

We are seeking a dedicated and proactive **Attendance & First Aid Assistant** to play a key role in promoting excellent student attendance and supporting the health and wellbeing of our school community.

You will work as part of the Attendance Team to ensure daily attendance systems are accurate, effective, and supportive of student progress. Alongside this, you will provide high-quality first aid and healthcare support, maintaining accurate records and promoting student welfare.

As this is a newly created post, there will be scope to shape and develop the role as the College's needs evolve.

### **Key Responsibilities**

#### **Attendance**

- 1 Support the Attendance Team in maintaining accurate daily attendance records and following up on absences.
- 2 Contact parents/carers regarding unexplained absences in a timely and professional manner.
- 3 Meet regularly with students and groups to encourage improved attendance and punctuality.
- 4 Sign in students arriving late and support them in developing better timekeeping habits.
- 5 Input and manage attendance data accurately using Arbor and associated communication systems.
- 6 Prepare and distribute attendance letters, reports, certificates, and rewards.
- 7 Provide first-line contact for attendance queries from parents/carers.
- 8 Maintain confidentiality and comply with data protection requirements at all times.
- 9 Undertake general administrative duties to support attendance monitoring and intervention.

#### **First Aid and Student Health**

- 1 Be a qualified First Aider (training provided if necessary).
- 2 Act as a first point of contact for students requiring medical attention during the school day.
- 3 Administer first aid and respond to medical incidents calmly and effectively.
- 4 Ensure that there is constant First Aider cover and back-up.
- 5 Disseminate training and updates to the team of First Aiders.
- 6 Maintain the register of trained First Aiders and arrange training/refreshers as required.
- 7 Manage and maintain first aid supplies across the school site.
- 8 Maintain accurate health and accident records in line with school policy and legal requirements.
- 9 Create, update, and manage Individual Health Care Plans (IHCPs) in collaboration with staff and parents/carers.
- 10 Support the work of a colleague within the attendance team to ensure all student medication is up to date, stored correctly, and administered safely.

## Person Specification

### Qualification and Training

Good level of general education, including GCSE (or equivalent) in English and Maths (Grade C / Level 4 or above).

First Aid Qualification (or willingness to complete training).

Additional training in safeguarding, medical administration, or attendance management is desirable.

### Experience

Experience in the following areas is desirable rather than essential; full training and support will be provided for the right candidate.

Experience working with children or young people, ideally in a school or college environment.

Experience providing first aid or basic medical support.

Experience using information management systems (e.g., Arbor) and maintaining accurate data.

Experience in administrative or clerical roles, including record keeping and correspondence.

### Skills and Knowledge

Excellent communication and interpersonal skills, with the ability to build positive relationships with students, parents, and colleagues.

Strong attention to detail and accuracy in data entry and record management.

Ability to prioritise, manage time effectively, and work under pressure.

Sound understanding of confidentiality, safeguarding, and data protection.

Ability to respond calmly and effectively to emergencies.

Competent in Microsoft Office and general ICT systems.

### Personal Qualities

Positive, professional, and approachable manner.

Resilient and adaptable, with a flexible approach to changing priorities.

Committed to promoting the College's values: **Ambition, Hard-working, Resilient, Responsible.**

Reliable, punctual, and committed to maintaining high standards of attendance and conduct.

Willingness to contribute to the wider life and ethos of St Catherine's College.

Sensitive and empathetic to the needs of students.

# Your Application

Completed application forms and letters of application should be sent directly to the college addressed to [swindsor@stcatherines.college](mailto:swindsor@stcatherines.college)

The closing date for this post is 12 noon on **Monday 1 December 2025**

Please note that we reserve the right to consider applications as they arrive.

Please use the standard application form accompanied by a letter of application. We are unable to consider CVs in place of application forms unless you are a person with a disability and a CV is the most convenient method of applying. In your letter of application, you should clearly address the relevant sections of the Person Specification for this post and may find it helpful to use headings.

St Catherine's College is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work. The aims of our Safer Recruitment procedures are to help deter, reject, or identify people who might abuse children or are otherwise unsuited to working with them. An enhanced DBS check is required for all successful applicants. Prohibition and overseas checks will also be completed if necessary.

For more information about this position, to organise a tour of the College or to have a confidential discussion about the role, please contact Sandie Windsor, Head of Personnel, on 01323 465469.

