



The Sutton Academy

Together Students Achieve

Principal: Mr P Willerton

The Sutton Academy
Elton Head Road
St Helens
Merseyside
WA9 5AU
Tel: 01744 678859
www.thesuttonacademy.org.uk

Mr P Willerton Principal

Reprographics and First Aid Lead	Salary:	NJC Pt 3-4 £24,796-£25,185 per annum (Actual: £20,085.07-£20,400.16 per annum)
At present, The Sutton Academy has 1340 students aged 11-16 and 118 in the sixth form.	Hours	35 hours per week. Term Time only + 5 Inset Days
	Contract:	Permanent
	Start Date:	Asap
	Closing Date:	12 noon, Monday 3 November 2025
	Interview Date:	TBC

The Governing Body is seeking to appoint a Reprographics and First Aid Lead to support an outstanding support team at the academy.

Role:

To provide reprographic support and lead on first aid at the academy.

Complete all reprographic requests within a set timescale that are requested by academy staff.

To be the first point of contact for all first aid requests, medical issues and administering medication.

Applications should be returned to vacancies@thesuttonacademy.org.uk

These can be found on our academy website under Joining us.

This post is subject to satisfactory Disclosure & Barring Service (DBS) Enhanced Disclosure Certificate. The Sutton Academy is committed to equal opportunities. We are committed to safeguarding and promoting the welfare of children and young people; we expect all staff and volunteers to share this commitment.



Our Values:



Visit us here:



Job Description

Post:	Reprographics and First Aid lead
Grade:	NJC SCP 3-4
Responsible to:	Office Manager
Hours:	Term time 35 hours per week
Purpose of the Post:	To provide reprographic support and lead on first aid at the academy

Duties and Responsibilities:

General

1. Provide support with general office administrative tasks during periods when reprographics or first aid responsibilities are not required. These tasks may include reception duties, word processing, filing, handling telephone calls, and assisting with refreshments.
2. Any other duties commensurate with the post.

Reprographics

1. Complete all reprographic requests within a set timescale that are requested by academy staff.
2. To monitor and replenish, when necessary, all paper forms used within the academy.
3. Maintain the academy photocopiers daily, reporting any issues to the provider.
4. To monitor and order all common consumables ie paper, card, etc.

First Aid

1. To be the first point of contact for all first aid requests, medical issues and administering medication.
2. Monitoring and management of all medications kept onsite ensuring they are stored securely and fully recorded.

3. Support the specific needs of students with identified medical conditions, keeping medical records up to date and reported daily.
4. To properly record all incidents in line with HSE guidelines and the academies reporting processes including gathering witness statements.
5. To liaise with parents/carers when appropriate regarding first aid, incidents, accidents and medications.
6. To undertake any training as deemed necessary for the post.
7. To monitor all first aid training needs for academy staff, booking first aid courses to ensure all first aid staff are appropriately trained.
8. To monitor and order all items relating to first aid, medication and H&S ensuring all supplies are adequately stocked and recorded and to prepare first aid packs for offsite trips.

Resources

1. To operate office equipment eg. photocopier, scanner, computer etc.
2. To work with the Administration Team to ensure the safety and wellbeing of students who encounter the office environment.

Academy Wide Responsibilities

1. To participate in all aspects of training and development.
2. To comply with the Trust's Health and Safety Policy and associated safe working procedures and guidelines.
3. To comply with the Trust's Equality and Diversity Policy and ensure that it is implemented within the service area of the post.
4. To comply with the Trust's Data Protection Policy and Code of Conduct within the service area of the post.

This post is subject to satisfactory Disclosure & Barring Service (DBS) Enhanced Disclosure Certificate. The Sutton Academy is committed to equal opportunities. We are committed to safeguarding and promoting the welfare of children and young people; we expect all staff and volunteers to share this commitment.

The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required, and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the academy will expect to revise this job description from time to time and will consult the post holder/s at the appropriate time.