

First Aider/Practical Assistant – Dorchester Middle School

32 hours a week, term time only

Grade 4, scp4 - £25,185 pro-rata, per annum

Required: January 2026

At Dorchester Middle School we aim to provide a personalised curriculum and a quality education designed to meet each young person's needs in an environment that is warm, secure and nurturing. This is an exciting opportunity to be part of a team in our inclusive community school.

We are looking for someone, preferably with previous experience of supporting pupils with first aid at school, to work alongside school staff and outside agencies when necessary to take care of our pupils and assisting in clerical duties when possible.

The successful applicant will:

- Care and attend to unwell and injured children and treat as necessary.
- Identify patterns and trends of individual pupils and refer accordingly.
- Supervise the routine daily medications and sugar level tests, take appropriate action and refer to parents if necessary.
- Provide medical reports and charts for staff awareness.
- Be responsible for reprographics for the school community.
- Have excellent communication skills.

Dorchester Middle School is a member of the Wessex Multi-Academy Trust of local First, Middle and Upper schools who share resources, planning and expertise in order to enhance continuity across all stages of the children's' education.

We are located in the beautiful county town of Dorchester. We can offer excellent working conditions, a supportive environment and opportunity for further development both within the school and across the Wessex MAT. Dorchester Middle School values the diversity of our workforce and welcomes applications from all sectors of the community.

You can find further details about the school, its facilities and these positions at the school website www.dms.wessex.ac. For more information, please contact Mrs Kelly Leeming, Ph: 01305 265651 or email: kshutts@dmsschool.co.uk

Closing Date: Sunday 23rd November 2025

Interview Date: TBC

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The salary quoted is the annual salary for the position at the time of advert and this will be paid in 12 equal monthly instalments. In the first year of service this salary may need to be adjusted to ensure you are paid accurately to reflect your holiday entitlement. A similar adjustment may be made at the point your employment ends to ensure that you are paid accurately for the number of days worked in any academic year.

The pro rata salary shown is based on the number of hours and weeks worked and paid annual leave entitlement for an employee under 5 years' service.

This role is UK based and your Right to Work will need to be established as part of the appointment process.

This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. The amendments to the ROA 1974 (Exceptions Order 1975, (2013 and 2020)) provide that when applying for certain jobs and activities, certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. The MOJ's guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975, provides information about which convictions must be declared during job applications and related exceptions and further information about filtering offences can be found in the DBS filtering guide.

Keeping Children Safe in Education

Dorchester Middle School is committed to safeguarding and promoting the welfare of children and young people; this is a commitment which we expect all staff and volunteers to share.

Dorchester Middle School will conduct online searches of shortlisted candidates. This check will be part of a safeguarding check, and the search will purely be based on whether an individual is suitable to work with children. All aspects of social media and internet searches will be conducted. As care must be taken to avoid unconscious bias and any risk of discrimination, a person who will not on the appointment panel will conduct the searches and will only share information if and when findings are relevant and of concern.