

Job Description and Person Specification

Job title	Healthcare Assistant and Administrator
Employment Status	Permanent, part-time
Working Pattern	30 hours per week 36 weeks per year (term time only) 9.30am to 4pm Monday to Friday (half hour unpaid lunch break)
Annual Salary	£27,943 (A23)
Actual Salary	£17,807 including 4.87 weeks of holiday pay

King Edward's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to adhere to the School's Safeguarding Policies and Procedures.

Responsible to:

Lead Nurse & Wellbeing Coordinator for day-to-day line management and the Bursar & Chief Operating Officer, who has overall responsibility for support staff.

Responsible for:

Supporting the work of the Lead Nurse & Wellbeing Co-ordinator.

Main Responsibilities

1. Acting as the main point of contact for First Aid incidents at the Senior School.
2. Providing advice and guidance, as required, to colleagues within the Pre-Prep and Junior School when they required to deliver First Aid and require support.
3. Maintaining accurate incident/ accident logs, ensuring follow-up paperwork is completed in a timely manner for the Senior School.
4. Supporting the organisation of vaccinations across the whole school (Pre-Prep, Junior and Senior School) as required.
5. Contacting the parent/guardian of pupils to report incidents, sickness or accidents at the Senior School.
6. Monitoring and maintaining First Aid stock, emergency equipment and defibrillators across all school sites.
7. Supporting the administration and roll out of First Aid training across the whole school.
8. Running medical reports for school trips and organising medical bags for the Senior School.
9. Ensuring compliance with Health & Safety regulations and in accordance with accidents, reporting procedures and management systems across the whole school but primarily at the Senior School.
10. Upholding the ethos of the Health and Wellbeing Centre in providing holistic and equitable care to all pupils and school staff.
11. Providing administrative support to the Lead Nurse and School Nurse as and when required.



The above list is not exhaustive but summarises the key roles to be performed and other duties may be required and directed by the Headmaster or one of his Deputies. A willingness to respond supportively to changing circumstances and/or the changing needs of the School is part of working in a school environment and is expected of the postholder.

Pension Scheme

If applicable, you will be automatically enrolled into the King Edward's School, Bath Group Personal Pension Plan with an employer's contribution of 6% of salary, to be matched by a 2% employee contribution.

DBS Clearance

All appointments are made subject to satisfactory DBS clearance. The suitability of all prospective employees or volunteers will be assessed during the recruitment process in line with this commitment.

Safeguarding

All staff are in a position of trust and have a duty to keep children and young people safe and to protect them from neglect and physical and emotional harm. This duty is in part exercised through the development of respectful caring and professional relationships between staff, children, and young people. Staff are expected to be familiar with the local child protection arrangements and understand their responsibilities in order to safeguard and protect children and young people.

The closing date for this vacancy is **8.30am on Monday 7 October 2024** and your completed application form (and covering letter) need to be sent to our HR Department via their email address HR@kesbath.com. Interviews will be held on Wednesday 9 and Thursday 10 October 2024.

Person Specification

Qualifications	Essential	Desirable
Hold a First Aid at Work Certificate, or equivalent (or be prepared to attend necessary training and have the capacity to pass any associated assessments)		✓
Knowledge and Experience	Essential	Desirable
Good standard of written and spoken English	✓	
Proficient with IT e.g. Microsoft Word and Excel	✓	
Commitment to safeguarding young people	✓	
Ability to work within existing policies and guidelines	✓	
Experience of working with children and young people		✓
Personal Qualities	Essential	Desirable
Well organised with evidence of good administrative skills and methodical attention to detail	✓	
Exercising discretion and have clear understanding of the need for confidentiality	✓	
Excellent interpersonal communication skills including listening and the ability to communicate with children, parents and other members of staff	✓	
Proven evidence of ability to work calmly and professionally under pressure	✓	
Ability to relate and work well with pupils aged 7-18 years	✓	
Be proactive and self-motivated and take ownership of tasks	✓	
High standards of personal integrity and honesty	✓	
Be punctual and reliable	✓	
Team player with a strong desire be a positive role model	✓	