



QUEEN ANNE'S

CAVERSHAM
Appointment of

Health Centre Assistant

30 hours per week / Term time

Job Description

Post Title	Health Centre Assistant
Reporting to	School Nurse
Accountable to	Deputy Head Pastoral

- At this award-winning school, we value our girls as individuals and strive to help them reach their potential. Strong academic and pastoral care encourages students to build confidence, stretch their abilities and achieve their goals. We have a 'no limits' approach to the girls' learning and development that produces excellent academic results and outstanding achievements in every field.
- The school's warm and friendly atmosphere makes it easy for girls to settle into the school and make long-lasting friendships, while the house system creates a home-from-home environment, which encourages girls to develop inter-personal skills and learn to understand and respect those around them.
- As we face the challenges of the 21st Century, our aim is to create happy, successful, independent young women, who thrive on new experiences and are able to pursue their goals with confidence.

Further details about the school are available on our website at www.qas.org.uk

The Role

As a Health Centre Assistant; you will:

- Support the day-to-day running of the Health Centre, ensuring a welcoming and safe environment
- Provide high-quality first aid and health care to pupils and staff under the guidance of the School Nurse
- Administer over the counter medication (such as paracetamol) for common ailments.
- Administer prescribed medication according to medical prescriptions, under the supervision of the School Nurse.
- Support general student mental health and wellbeing once trained to do so.
- Document all care as shown by the school nurse.
- Document any Safeguarding Concerns on electronic system for wider sharing
- Care for pupils staying in the Health Centre during the school day, including offering meals, drinks and reassurance
- Prepare and clean all areas in line with infection control procedures
- Assist with planned and drop-in clinics, supporting the nursing team with administrative and clinical tasks
- Communication with students, and when necessary house staff, teachers, counsellors, parents, etc. and respond to questions within your competency level, and refer any concerns to the School Nurse

- Make yourself aware and have a good understanding of all unit policies and protocols and work within these Help manage medical supplies, expiry dates and maintain accurate records
- Recognise the need for confidentiality and only share information when agreed with the School Nurse.
- Prepare School Trip First Aid bags
- Maintain First Aid Kits throughout the school
- Check Fridge temperatures and Health Centre Defibrillator

Note: This job description is not a comprehensive definition of the post. It will be reviewed as part of the cycle of appraisal, and it may be subject to modification or amendment at any time after consultation with the holder of the post.

Person Specification

Experience and Skills:

Essential:

- Educated to GCSE level (or equivalent)
- Technical Skills: At minimum, able to meet basic keyboard skills
- Experienced and competent in providing first aid
- Able to respond calmly and lead in emergency situations
- Able to use initiative and work independently
- Professional, courteous and student-focused
- Sensitivity: Is able to listen and have the ability to be empathetic
- Understands the need for confidentiality
- Self-Motivation: Is willing and committed to attend on-going training and updates, with a willingness to learn and develop
- Teamwork: Has the ability to work effectively both under direction and autonomously

Communication:

Is able to liaise effectively with other team members, and deliver clear, concise and accurate verbal and written communication under the direction of School Nurse

Training

- First Aid qualification (training can be provided)
- Must be prepared to attend internal and external training days

Outline Pay and Conditions

A salary of £15,544.80 will be offered.

The school campus provides an attractive environment. Members of staff benefits include Pension Scheme, free lunch, fee reduction where appropriate, excellent training and inset opportunities. Members of staff have the opportunity to use the school sport and leisure facilities by arrangement.

The appointment will be conditional on a satisfactory enhanced DBS disclosure and the person appointed will be required to work in accordance with the School's Safeguarding

Working Arrangements:

- Monday to Friday – 30 hours per week
- 07:45 to 14:15 (30-minute unpaid lunch break)
- Possibility to negotiate additional hours of general cleaning for the Health Centre
- Term Time only – 34 weeks (plus 4.1 weeks paid holiday)

The Application Process

Please complete the application form. Whilst completing the online application form, you will be prompted to provide information on your reasons for applying and suitability for the role.

You can provide an additional letter if you run out of room and any queries regarding the role can be directed to hr@qas.org.uk.

After submitting your application, you will receive an email confirming its receipt. You are encouraged to apply as soon as possible.

Safeguarding

Queen Anne's School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment is subject to satisfactory pre-employment checks in accordance with the relevant statutory guidance, including an enhanced DBS check, satisfactory references, proof of identity and qualifications. All employees are required to assist the School where necessary in applying UK Border Agency policy with regard to overseas students. These duties include giving information, when requested, to allow records to be kept on pupils' visas and attendance, as well as other matters.