



St Mary's School

Gerrards Cross



Application Pack

Job Role: School Healthcare Associate

Start Date: ASAP

Closing Date: 9:00am Wednesday 30th September 2026

Interview Date: Monday 5th October 2026

Early applications are advised as the school reserves the right to appoint at any stage during the application process.



Welcome from Head

St Mary's is a truly special place to work — from the moment you step through our doors, you experience the warmth of the community and the clear sense that each individual student is at the heart of all that we do. Every member of staff plays a vital role in helping our students flourish and achieve their dreams and ambitions.

Our motto, *Embrace – Empower – Excel*, reflects not only our approach to educating our students, but also the professional culture we foster. We value individuality, encourage ambition, and create space for both students and staff to grow and excel.

Working at St Mary's means joining a team where collaboration, kindness, and high expectations go hand in hand. We offer opportunities for professional development, leadership and innovation, and we welcome applications from those who are excited to contribute to the life of a forward-thinking, dynamic school.

St Mary's recently announced that we would open our doors to boys in all Prep School years as well as Years 7 & 12 in September 2027. This will be a phased transition to be fully-co-educational by 2031.

If you are looking to make a meaningful impact in a school that is dedicated to developing our students, then we want to hear from you.

About St Mary's School



St Mary's is an independent day school for children aged 3-18 in the heart of Gerrards Cross, Buckinghamshire.

Founded in Paddington in 1872, the school moved to its present site in 1942. Class sizes average 16-18 for Key Stage 3 and class sizes for GCSE and A Level average 14. Academic outcomes are excellent with 51% of this year's A Level grades at A* - A.

St Mary's School is warm friendly community where parents, staff, students, and governors work together to ensure that every student exceeds their potential whilst genuinely enjoying school life, making memories, and building skills to equip them to be successful through the future years.

Our students leave with the resilience to take on the next challenge, the ambition to follow their dreams and the confidence in themselves to go from success to success in their future careers. Through the pastoral and classroom support they receive at St Mary's, our students know their worth, who they are as an individual, and what they want to go on to do.

Well-being and happiness of staff and students alike is at the heart of our success – a happy school is a successful school!

Joining St Mary's staff community, you would be welcomed into a supportive, close-knit community who can regularly be found spending lunch times in the Senior or Prep staff room, enjoying social time outside of school, competing in the teacher's relay, performing in the school orchestra or at an open mic event, and can even be caught on a space hopper on the lawn on the last day of term!





St Mary's School Values

St Mary's is committed to providing an excellent education in a caring, happy environment, where each child develops self-confidence and exceeds their potential.

Staff and students, alike, are encouraged to find their own SMS Spirit by exploring our huge range of Co-Curricular activities to try new skills and meet new people, explore different learning or teaching techniques in small classes and make friends from Nursery right through to Sixth Form through our House System and whole school opportunities that brings.

Staff are supported in their roles through Department Heads, and SLT links, with well-being at the heart of staff satisfaction and the positive morale which we pride ourselves on. A comprehensive CPD programme allows for staff members to grow personally and professionally and broaden their skills in their specialist areas finding their very own SMS Spirit in their own individual ways.

Our whole school community operates under our TAKE CARE acronym which ensures each individual reaches his or their potential in a supportive and challenging environment.



T – Team Work – we work together to ensure we achieve the best outcomes for our students, pastorally and academically, and that as a staff community we work in a supportive, collaborative caring team who have each other's backs.

A – Ambition – we go above and beyond in everything we do. We look for the WOW factor at every opportunity.

K – Kindness – through our ethos runs the theme of kindness. Everything our staff and students do should consider kindness first.

E – Enthusiasm – staff and students alike bring the energy and desire to succeed.

C – Curiosity – we always ask why.

A – Adventure – work should be exciting, satisfying and thrilling – we are spending time doing what we feel passionately about.

R – Resilience – we carry on in the face of challenge, and come out stronger and wiser.

E – Excellence – aim for the highest quality in all that we do.



Why Work at St Mary's?

- Competitive Salary
- Support Staff Pension Scheme
- Fee Remission at St Mary's
- Subsidised staff socials
- Annual pay review



- Hot daily meal
- Use of fitness suite
- On-site parking if available
- Free annual flu vaccine
- Electric Car purchase Scheme
- Cycle to work Scheme
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- Full staff induction in Term 1
- Staff buddy system
- Full training and development program
- Equal opportunities for all
- Well-being committee to share ideas



All staff share responsibility for promoting and safeguarding the welfare of our students and must adhere to, and comply with, the School's safeguarding and Child Protection Policy at all times.



The Role School Healthcare Associate

The School Healthcare Associate plays a vital role in safeguarding the health, safety, and well-being of the entire school community. This role will manage daily medical needs, administer emergency first aid and be the main administrator and contact for the medical department. Serving as the primary healthcare resource for students, the School Healthcare Associate maintains accurate health records, implements relevant policies, and coordinates with parents and external medical providers when required. This role would suit a Health Care Associate, First Aider or Nursing Associate.





Main Duties

Main Duties	To work closely with the Line Manager and H&S Compliance Lead to ensure best practice guidelines are adhered to in relation to nursing and medical care.
	To work with the Line Manager and H&S Compliance Lead to evaluate appropriate policies and protocols and to ensure relevant staff understand these procedures.
	To update relevant data and information to support accident reporting and medication management.
	To take charge of the administration of all medicines in school.
	To complete medical examinations and assessments as required.
	Coordinate student immunisations, provide venue and organise timetables and collection of forms.
	Keep records of incidents/accidents in line with statutory procedures.
	Manage and maintain first aid stock levels throughout the school (including emergency auto injectors and asthma kits) and order first aid stocks when needed.
	Supplying first aid kits for trips when necessary.
	Manage and complete risk assessments for students with chronic health conditions.
	Ensure Personal Emergency Evacuation Plans (PEEPs) are completed for staff and students with mobility issues, and communicate any required adjustments to relevant staff members.
	To take a lead role with relevant outside agencies to promote student wellbeing, e.g. diabetic nurses, Child Protection Nurse, Public Health Department, etc.
	To ensure that the highest possible standards of clinical procedures are maintained.
	To liaise with parents regarding prescribed medication, risk assessments, and Individual Health Care Plans
	To take a lead role with relevant outside agencies to promote student wellbeing, e.g. diabetic nurses, Child Protection Nurse, Public Health Department, etc.
	To ensure that the highest possible standards of clinical procedures are maintained by regular undertaking regular CPD training
	To liaise with parents regarding prescribed medication, risk assessments, and Individual Health Care Plans.
	To manage the First Aider register and organise training when required.
	To work within KCSiE.
	To ensure confidentiality of all medical information.
	Maintaining an awareness of the latest First Aid techniques, procedures and policies.



General Duties

General Duties	To participate in the performance and development review process, taking personal responsibility for identification of learning, development, and training opportunities in discussion with line manager.
	To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.
	Undertake other such tasks as may reasonably be assigned by the Senior Leadership Team.
	St Mary's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.





Candidate Specification

Qualifications and Experience	A registered general or paediatric nurse (RN Child or Adult) currently on the NMC register with post registration experience (desirable).
	Nursing Associate Band 4 (desirable)
	Advanced First Aider (desirable)
	Paediatric First Aid – 12-hour course (desirable).
	First Aid at Work – 3-day course (essential).
	Maths and English GCSE (Grade 4 or above) or equivalent (essential).

Knowledge and Skills	Ability to establish rapport and trusting relationships with students and their parents/carers.
	To be able to establish relationships with those working in and with the school.
	Ability to work in a team and to make a positive contribution.
	Understanding of child protection policies and procedures.
	Knowledge of relevant codes of practice and school policies.
	Excellent organisation, administrative and ICT skills.
	Excellent communication skills, verbally and in writing.
	Ability to manage own time effectively.
	To be able to resolve problems independently.

Attributes	Self-motivated and flexible.
	Ability to build rapport with adults and children.
	Strong interpersonal skills.
	Ability to adapt quickly and effectively to changing circumstances/situations.
	Committed to personal and professional development.

Safeguarding	To adhere to School Safeguarding and Child Protection Policies.
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Safeguarding

St Mary's School is committed to safeguarding and promoting the welfare of children and young people in its recruitment and selection of job applicants. The school expects all staff and volunteers to share this commitment and be willing to undergo checks with the Disclosure and Barring Service.



How to Apply

Please complete an application form on mynewterm <https://mynewterm.com/home>

Early applications are advised as the school reserves the right to appoint at any stage during the application process and for the advert to be removed from mynewterm.

Interviews will take approximately two hours and will be held at the school. As part of the process, you will complete an admin task, meet with HR, be given a tour of the school and attend a panel interview. You will also be asked to provide documentation confirming your identity and qualifications and a search of an online social media presence may also be conducted as part of due diligence checks.

All applications will be acknowledged and interview dates are provided below. References will be requested for all those invited to interview.

Closing date for applications: 9:00am Wednesday 30th September 2026

Interview date: Monday 5th October 2026

Hours: 8:15am – 4:15pm Monday to Friday, term-time only

Salary: £35,000 FTE (£27,275 actual)