



Healthcare Assistant

Dear Applicant,

Thank you for your interest in the role of Healthcare Assistant here at Edge Grove. This is a part time, term time plus two weeks position ideally starting on 1st September 2026.

The School seeks to employ an inspiring, child-centred and dynamic individual who will work collaboratively and proactively to celebrate and promote the excellence of Edge Grove's Mission, its Core Values and its pupils' remarkable progress and outcomes.

The successful candidate will place children at the centre of their thinking and work with teaching and non-teaching colleagues alike to ensure the best possible outcomes for each child. They will be solution-focused, be a strong communicator both when writing and speaking and will recognise and celebrate our community's unique cultural diversity. They will be able to use their initiative and be self starting. They will demonstrate excellent teamwork and leadership skills and be passionate about emergency care & safeguarding. They will be resilient and flexible in approach to problems and possess outstanding reasoning, problem-solving and ideation skills. They will lead by example in all of these skills in pursuit of an outstanding future career in education

The successful candidate may have previous experience of working in independent schools, but this role is equally open to applicants who have never worked in schools. They will enjoy engaging with prospective, current and former pupils, teaching and non-teaching staff, parents and governors. They will demonstrate excellent administration, leadership, organisational and communication skills, be able to multitask effectively in a busy and demanding working environment, have a high level of emotional intelligence and empathy and be able to work effectively with all stakeholders at all times.

'Knowing and growing each child through a love, life and learning approach' is the Edge Grove mantra, which articulates the warmth and strength of our diverse child-centred community in which children are at the centre of our thinking. Edge Grove provides children with 48 acres of beautiful estate, heritage buildings, wonderful facilities and the educational space for children to grow and develop. Our pupils feel a strong sense of belonging and pride in our community and devised the 16 Core Values of the School, living within them. They develop independence and confidence as they move up through the School and develop the ten core skills identified by the World Economic Forum as those which will future-proof them for a future life and love of learning and fulfilment. We want children to develop their own unique character and creativity in pursuit of future happiness and success and in doing so to make their prep school days the best they can be.

The candidate specification which follows identifies the scope of the role, including the breadth of activities and personal specifications, but is not exhaustive. I hope that it provides you with all of the information that you need about the role. If you have any further questions, please do not hesitate to contact me or refer to the School website at www.edgegrove.com. If the words above strike a chord and you would like to play a part in the School's educational development, please read on!

I look forward to receiving your application and meeting you.

With best wishes



Richard Stanley
Headmaster

Healthcare Assistant Job Description

- **Job Title:** Healthcare Assistant (HCA)
- **Department:** Medical Centre
- **Reporting to:** Senior Deputy Head (Pastoral)
- **Working Hours:** Monday - Friday 9.30am - 4.30pm Term Time + 2 weeks
- **Liaising with:** Head, Senior Deputy Head (Pastoral), parents and other staff as appropriate

THE ROLE

The role of the Schools Healthcare Assistant at Edge Grove is to manage the daily operations of the school's Health Centre. To provide clinical leadership, professional expertise and compassionate oversight for the medical care of our pupils aged 3 - 13 years. You will be responsible for the strategic development of the Health Centre in line with the recommended best practice guidelines from the Royal College of Nursing RCN and in accordance with School policies.

MAIN RESPONSIBILITIES

The provision of medical care to pupils on a daily basis:

- Ensure the best possible medical care is available to pupils on an immediate and an emergency care basis
- Treat pupils as appropriate with the aim of encouraging pupils to return to their normal timetable as soon as appropriate
- Where necessary, arrange to get the pupil /person home safely or to alternative care, e.g. the individual's GP or to hospital
- Obtain medical information for new students from the Admissions Department, inputting details onto the relevant database in accordance with school's data protection policies and liaising with parents where further clarification is required.
- Assess and manage risk, escalating safeguarding and mental health concerns in line with school policy and attending safeguarding meetings as required.
- Administer medication according to School policy
- Perform necessary health checks as part of the nursing assessment
- Liaison with parents and staff in accordance with the school policies on medical and mental health
- Ensure that the Health Centre is appropriately staffed, stocked and equipped
- Ensure safe storage, usage and disposal of medical supplies and drugs
- Provision of first aid kits around the school and minibuses, checking contents and replacement of supplies
- Ensure that medical boxes / bags used for sport and school trips are regularly topped up and prepared in advance of trips and extracurricular activities, to include pupil's personal medication such as inhalers and epipens
- Timely maintenance of pupil files, medical records and Health Centre attendance records
- Organisation of essential emergency medications
- Ensure that a code of confidentiality is developed and maintained

Coordinating immunisation programmes:

- Liaise with local health authorities in the organisation of immunisation programmes
- Arrange and manage communication with parents with regard to consent
- Maintain records on electronic register where appropriate

Liaison with academic staff and catering contractor with regard to any medical problems concerning pupils:

- Development of health care plans where appropriate; giving support to relevant teaching staff in their dealings with pupils in the classroom and during extra-curricular activities
- Regular meetings with pastoral staff to provide advice on effective pastoral care for particular pupils
- As part of the pastoral team, drafting and updating of “essential care list” of pupils with “need to know” conditions
- Providing general advice and training for staff for initial care of pupils with particular medical needs
- Working with the catering department to ensure a full list of all pupils with allergens is known and information properly disseminated.

Providing support to academic staff in pastoral care and counselling:

- The Healthcare Assistant works closely with the Designated Safeguarding Lead; Pastoral Heads of Department; and pastoral support staff but at all times exercises judgement regarding confidentiality in the context of the primacy of prioritising the safeguarding and welfare of children

Teaching of pupils and/or staff:

- When requested, provision of first aid updates for members of staff, particularly Games staff or those regularly involved in residential trips
- When requested, contributing to topics within PSHE schemes of work and / or other assemblies
- As appropriate, raising awareness of medical and health issues to pupils and staff throughout the School – this may be by distributing appropriate material via pastoral staff or during INSET or staff briefings

Involvement in Health and Safety issues:

- Working with staff to ensure the timely completion of accident reports and following School policy in the investigation and reporting of accidents including RIDDOR reports
- Medical representation on the School Health and Safety Committee

Administration:

- Develop, implement and review medical policies, processes and procedures to ensure a consistently high standard of medical care is available for pupils.
- Ensuring medical questionnaires including Allergen questionnaires and all relevant parental consent forms to administer or carry medicine etc on entry to school and at agreed stages of school career are obtained and retained
- Assisting with the implementation and regular updating of pupil health care plans
- Maintaining electronic records of daily visits to the Health Centre or accidents treated and reported, including the nature of problem, treatment or advice. Updating as necessary to ensure accurate and rapid retrieval of information
- Gathering information, preparing reports and working with other appropriate staff to prepare for regular policy audits by the Governing Body
- Report on clinical care through the termly Pastoral Report to the Education Committee

CPD:

- Attend training and professional development appropriate to both personal needs and the requirement of the role.
- Attend a first aid course every three years in adult (First Aid at Work) and paediatric first aid.

Physical & Working Environment:

- Combination of sitting, standing and walking around the school site and playing fields.

General:

- Providing cover for sports fixtures, games sessions and other events as required
- Some additional Evening / Saturday working may be required to cover events but adequate notice will be given in advance
- Carrying out such other duties within the post holder's capabilities as may be reasonably requested from time to time

PERSON SPECIFICATION

It is **essential** for the successful candidate to have the following qualifications, experience, and personal attributes:

- Paediatric First Aid Certificate (or can be arranged if expired but previous training a must)
- Allergen training / certification
- Previous health care experience
- Ability to build an instant rapport with young children and put them at ease;
- Good level of literacy skills (proof reading and letter drafting);
- A highly organised individual with the ability to plan and organise work effectively;
- A confident self-starter with a willingness to be accountable for actions;
- An excellent communicator who can stay calm under pressure;
- Ability to demonstrate tact and diplomacy;
- A high degree of confidentiality and integrity;
- A professional and credible manner;

It is **desirable** for the successful candidate to have the following qualifications, experience, and personal attributes:

- Health Care Qualifications
- Experience of working in an educational setting;
- Evidence of further professional development;
- An higher level of education than GCSE;
- Understanding and application of safeguarding procedures relevant to a school environment;

The HCA is required to be contactable at all times when on site. The School will provide a mobile phone.

What is set out above amounts to a statement of what may be regarded as minimum expectations, not an exclusive summary and may be amended at the reasonable discretion of the Head and Bursar to meet the changing needs of the department or school.

CHILD PROTECTION

In the context of his/her employment the member of staff will frequently be in the presence of children and will therefore have to have appropriate levels of training in child protection. All members of staff must comply with the School's Safeguarding Policy which is posted on the School's website. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety and welfare of our pupils, these concerns must be reported immediately in accordance with the policy

HEALTH & SAFETY

The School takes its obligations under the Health & Safety at Work Act seriously and the post holder will be required to comply with all aspects of the School's Health & Safety policy, particularly in relation to safe working practices. All staff must keep up to date with the School's Health and Safety policies which are regularly updated and posted.

SALARY AND BENEFITS

Edge Grove offers its staff attractive salaries and pay progression. We reward experience and responsibility and will discuss the salary for this position with candidates at the interview.

Other benefits include:

- Access to a group personal pension scheme;
- Free school lunch and refreshments during term time whilst the kitchen is operating;
- Parking on site in designated areas at no cost, although all vehicles are parked at the driver's risk;
- Access to an Employee Assistance Programme;
- Cycle to Work Scheme;
- Use of the schools facilities at designated times;
- Access to an extensive online training software to develop professional skills;
- Annual flu vaccination for staff;
- Optician testing vouchers.

TERMS & CONDITIONS OF EMPLOYMENT

- ✓ All appointments are subject to an enhanced check with the Disclosure and Barring Service and at least two references from past employers, including any school employment during your career.
- ✓ All staff comply with the School's Child Protection and Safeguarding Policy.
- ✓ All staff set an example to pupils and dress appropriately at all times;
- ✓ The School operates a no smoking and no vaping policy;
- ✓ The School takes its obligations under the Health & Safety at Work Act seriously and the post holder requires all staff to comply with all aspects of the School's Health & Safety Policy, particularly in relation to safe working practices;
- ✓ All staff keep up to date with the School's current policies and posted on the staff shared drives;
- ✓ The School reserves the right, for operational reasons, to transfer you to alternative duties. For this reason, it is a condition of employment that you are willing to do so, if requested, from time to time.

DATA PROTECTION

The School collects personal data during the recruitment process, which it adds to the successful candidate's employment record. The School retains application information on unsuccessful candidates for six months after the completion of the recruitment process; after this, it will securely destroy it. For further information on how we use your information and with whom we share it, please refer to the Staff Data Protection Privacy Notice available on our website.

RECRUITMENT & SELECTION

Edge Grove School Trust Limited is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. All applicants undergo child protection screening. This post is exempt from the Rehabilitation of Offenders Act 1974. The School carries out pre-employment checks, seeks references and conducts an Enhanced DBS check and other relevant checks with statutory bodies on the successful candidate.

We comply with the Disclosure & Barring Service (DBS) code of practice and have a written policy on the recruitment of ex-offenders as part of our Recruitment, Selection and Disclosures Policy. If you are shortlisted, you will declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children. As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and should not be disclosed to potential employers, and employers cannot take these offences into account. Guidance will be provided when you are invited to interview.

Please read the Recruitment, Selection and Disclosure Policy which is available on our website and should be read before making your application.

Please fully complete an application form which can be found on the About Us / Job Vacancies page on our website www.edgegrove.com or MyNewTerm. Please email the completed form and an accompanying letter of

application addressed to the Head, to hr@edgegrove.com. Applications must arrive prior to the closing date and time. CVs are not accepted.

Please refer closely to the 'Notes for Applicants' page in the application for employment and ensure that you are aware of your responsibilities relating to the declaration of criminal convictions and cautions for a position within the School.

Please note that due to the volume of applications we receive, we are unable to provide individual feedback except to those candidates who are invited to interview.

The School is committed to being an equal opportunities employer. To enable us to make any reasonable adjustments please let us know at application stage if you have any special requirements.

To arrange an informal visit to the School or to discuss the role in confidence, please contact the Headmaster via hr@edgegrove.com or 01923 855724.