



Health Centre Pupil Support Worker

Oundle School was established in 1556 and is one of the country's leading co-educational boarding and day schools. The School has a turnover in the region of £40m and a staff of approximately 800. The School prides itself on being associated with the best in modern independent school education.

Oundle School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will be required to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service.

About the role

The purpose of the role is to support the Health centre medical staff to provide care for pupils, seen in the Health Centre. The Health Centre Pupil Support worker will be based in the Health Centre during peak afternoons.

Role specification

The main duties and responsibilities of the role are listed below. Please note these are not exhaustive but highlight the main tasks.

Fundamental Duties

- Provide transport back to House for pupils in the event of sports injury, following assessment by the Nurse.
- Provide pastoral care to pupils waiting for and during their time in the Health Centre until the pupil is returned to House, or the Health Centre Pupil Support worker is relieved by a member of staff or parent.
- Assisting in the Health Centre office manning the phones, answering emails, welcoming pupils, and any other non-clinical administration tasks as instructed by the nursing staff.
- Liaising with House staff e.g. matrons, on pupils care.
- Assist with room preparation e.g. making beds, as required.
- Assist with the supply requests from Houses.

Other duties

- Act at all times consistently with Oundle School's Safeguarding Policy, associated procedures and standards of behaviour and in line with Keeping Children Safe in Education (KCSIE) Part 1 and Annex A.

- Support the School's Prevent Strategy as outlined in the Prevent Policy in the Staff Handbook, ensuring that visitor and other relevant protocols are observed.
- Demonstrate an appreciation for the importance of diversity, through your actions and behaviours, with the School's Equality, Diversity and Inclusion Strategy.
- Ensure compliance with the School's Health and Safety policy and requirements.
- Carry out any other duties commensurate with the post as may be reasonably required by your Line Manager.

These tasks are not intended to be exhaustive.

It is the shared responsibility of the post-holder and line manager to ensure that the job description is kept up to date.

All roles at the School are classed as 'regulated activity' as per the Keeping Children Safe in Education guidance, therefore a good understanding of safeguarding procedures is essential.

Equal Opportunities

Oundle School and Laxton Junior School are proud to be equal opportunities employers. We welcome applications from all and value diversity throughout the School community. The School is committed to the elimination of unconscious bias, promoting an ethos of inclusion, respect for others and celebrating diversity in all its forms throughout the School community.

The recruitment process will be conducted in line with our Recruitment and Checks Policy and in such a way as to result in the selection of the most suitable person for the role in terms of relevant experience, abilities and qualifications, as well as to meet the School's compliance requirements.

The School will make reasonable adjustments to assist in the application and interviewing process of any disability identified by potential applicants, please make contact with the HR team in the first instance c/o opportunities@oundleschool.org.uk or ring 01832 277193.

Person Specification

The selection of candidates for short-listing will be based on this specification. Candidates should bear this in mind when preparing their application and completing the application form.

Qualifications	Essential	Desirable
A valid First Aid qualification (current requirement being a First Aid at Work qualification, 3 day) or the willingness to obtain this ideally before the first day in the role or within a School determined time frame.	✓	
GCSE in English and Mathematics (grades A – C) or equivalent qualifications or experience	✓	
Current valid driving licence.	✓	
Competencies, Skills & Experience	Essential	Desirable
Caring for children and young adults	✓	
Good levels of literacy and numeracy	✓	
Experience of using MS Office including knowledge of email systems	✓	
Previous experience as a Matron or Relief Matron		✓
Have worked for/have knowledge of Oundle School		✓
Experience of a boarding school environment		✓
Awareness of the Children's Act		✓
Awareness of the Children's Act, Equality Act and Data Protection Act / GDPR		✓
Personal qualities	Essential	
Ability to work the flexible working pattern required of the role	✓	
Friendly, approachable attitude	✓	
Calm under pressure	✓	
Observant	✓	
Team player	✓	
Open to learning new skills	✓	

Employment Information

The role is subject to a five-month probationary period. On completion, you will be expected to participate in the School's appraisal system.

All members of staff are appointed to the School as a whole and may reasonably be asked to undertake similar or related duties in a department or team other than that to which they were originally appointed, or for any subsidiary company.

The School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff to share this commitment. All staff appointed to the School are required to be checked through the Disclosure and Barring Service, and to provide evidence of identity, evidence of their entitlement to work in the United Kingdom, and evidence of qualifications deemed essential to the role, or declared on their application form.

- **Start date:** As soon as possible, subject to pre-employment checks, for a fixed term period until 3 July 2027.
- **Working weeks:** This role is to work Term time only, which is 33 weeks per annum (paid for 37.63 weeks, to include entitlement to holiday pay).
- **Hours of work:** The requirement is to work 20 hours per week. During Oundle School term time (33 weeks) the hours of duty will be 14:00 to 19:00 Tuesday to Thursday, and Saturday.
- **Salary:** £9,580 actual (£26,478 FTE). You will be paid each month through the year.
Holidays: Holidays are not to be taken during Oundle School term time. 32 days' (6.4 weeks) paid holiday in each complete holiday year, including public holidays. This is pro-rata for part-time staff.

To apply, please visit our Recruitment website at: www.oundleschool.org.uk/vacancies

Closing date for applications is 9 October 2026.

Interviews will be held week commencing 12 October 2026.

If you have any questions about the role, please contact:

Human Resources

Oundle School, The Bursary, Church Street, Oundle, Peterborough, PE8 4EE

Email: opportunities@oundleschool.org.uk / Tel: 01832 277193