

# Application Pack



## Medical Room Officer

Annual salary £17,410 (£25,936 fte)

Part-time permanent term time

Essential: First Aid at Work certificate

Closing date: when filled

## Welcome from our Principal

Dear Candidate,

Thank you for your interest in the role of Medical Room Officer. I am delighted that you are considering applying to take up this exciting position at Michael Hall School.

The Waldorf approach to education, the foundation of our learning at Michael Hall, is both innovative and insightful. Our students achieve highly across a wide range of areas, each one carefully crafted to meet them appropriately at their childhood developmental stage.

With over a hundred years of experience to draw on, as well as membership of an international community of schools, the success of our approach to education is well-proven. Central themes of innovation and enquiry, along with self-reflection and creativity, ensure that it remains at the forefront of contemporary education in a fast-changing world.

Our learning at Michael Hall extends well beyond the academic. Students make the most of our incredible outdoor facilities, such as the walled vegetable garden, the theatre, handwork huts, lake and extensive woodlands. Our trips and residential visits offer students a range of exciting, immersive learning experiences, and add enormous value to their conceptual understanding in class.

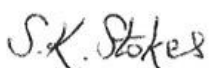
We strive for and deliver excellence in all aspects of our educational provision. We believe wholeheartedly in creating a community that is centred on kindness and compassion for others and in developing pastoral systems that support our children and their families through whatever challenges they may be facing. Every child in our care is encouraged to find their voice and flourish.

The successful candidate will be joining a school that is looking forward to a very bright future. Alongside key facility development, we are looking to strengthen all areas of our provision, not least the recruitment and retention of outstanding staff. We are nestled within an extensive estate, supported by Historic England, and situated on the edge of the Ashdown Forest. Many of our existing buildings are steeped in history dating back to the 1700s, which sit alongside a more modern, state of the art Gym and a world class Theatre.

Our provision ranges from when parents begin to bring their children to our hugely popular Parent and Child groups, through to when the students are ready to leave us at 18. Most recently, our application to extend our current Kindergarten to welcome children from the age of two has enabled us to enrich the experiences for the very youngest children in our care.

My hope is that you are inspired and encouraged enough by what you read in these pages to apply and that before very long, we will be welcoming you to our wonderful community at Michael Hall School.

My very best wishes for your application,



Sarah Stokes

Principal



Dear Candidate,

## Medical Room Officer

Thank you for your enquiry about the above vacancy.

In this application pack you will find information about the position, a **job description** which outlines the tasks that the successful candidate should expect to undertake once in post, and a **person specification** which outlines the kind of person we are looking for. Some general information about the school, our Safeguarding Policy and a **standard online application form** for all vacancies can be found in the Job Opportunities page of the school's website.

Please read this information carefully.

The details of this role are as follows:

Essential:	<b>First Aid at Work certificate</b>
Working hours:	20 hours per week – 12.30pm to 4.30pm
Contract Type:	Part-time term time only. 5.6 weeks annual leave including bank holidays.
Contract type:	Permanent.
Working within:	Support Team
Salary:	£17,410 (£25,936 fte)
Start date:	Immediate
Probationary period:	6 months

If you have any queries or need further information about the position, please do not hesitate to contact a colleague from the People and Culture team on 01342 822275 or email

[HR@michaelhall.co.uk](mailto:HR@michaelhall.co.uk)

I look forward to receiving your application.

Yours faithfully,



Rowan Michael

Head of People and Culture

## Application process

To apply for this role, you will be required to complete the school's standard online application form (which you can find on the Job Opportunities page of our school website).

Please note that it is not necessary to attach a separate CV, although you may do so if you wish – however, we still require a fully completed application form.

You will be notified as soon as possible after the closing date, if you have been selected for an interview.

If you do not hear from us within 10 working days following the application deadline, regrettably your application has been unsuccessful on this occasion.

Previous applicants need not apply.

We reserve the right to appoint before the closing date.

*Michael Hall School values the diversity of its community and aims to have a workforce that reflects this. We therefore encourage applications from all sections of the community.*

*Michael Hall School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All positions are subject to an enhanced DBS check.*

## Medical Room Officer

### Job Description

#### **FIRST AID means:**

- In cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained, and
- Treatment of minor injuries that would otherwise receive no treatment or which does not need treatment by a medical practitioner or nurse.

### Main Aim

The aim of the post is to assist the school in meeting its obligations under the current Health and Safety (First Aid) Regulations 1981 which require us to make suitable First Aid Provision in the workplace.

### Duties

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.
- Ensure when necessary that an ambulance or other professional medical help is called.
- Inform the relevant person given as contact in the case of illness or emergency.
- Complete the required paperwork for each incident.
  
- Providing treatment to staff and students who are unwell or upset, logging all visits to the medical room, completing medical forms as needed, ensuring medicines are stored appropriately and liaising with parents, staff and the school nurse.
- Supporting children with medical needs such as asthma, allergies, diabetes or epilepsy.
- Aiding the well-being, safety, discipline, and pastoral care of students.
- Work closely with Reception on passing emergency messages.
- Duty at the First Aid Post at the Christmas Fair and the Midsummer Festival and other school events.
- Assisting the School Nurse to ensure the school first aid kits are monitored and restocked termly.
- Using the computer to input medical information in the system.
- Tidying the First Aid Room before finishing for the day.
- First Aid Room laundry as per rota.

## Person Specification

	Essential	Desirable
Skills & experience	<p><b>First Aid at Work certificate</b></p> <p>Basic ICT skills</p> <p>Organizational Skills: The ability to manage the First Aid Room efficiently and keep records accurately.</p> <p>Communication Skills: Effective communication and collaboration with students, staff, and parents.</p> <p>Able to work effectively under pressure</p>	<p>Experience of working within a school, with young people or in a medical environment is desirable, but full training in the role will be provided.</p>
Personal Qualities	<p>Empathy and Compassion: A genuine desire to provide emotional support and create a nurturing environment for our school community.</p> <p>Able to work effectively under pressure</p> <p>Enjoy working with children</p> <p>Be able to relate well to people of all ages and backgrounds, especially parents</p> <p>Be able to explain things clearly to young people and adults</p> <p>Work well alone and as part of a team.</p> <p>Be able to talk confidently about sensitive issues.</p>	

This job description is not intended to be a comprehensive statement of procedures and responsibilities, but instead sets out the principal expectations of the School in relation to the post holder's professional responsibilities and duties. There may be a requirement to perform any other tasks as reasonably required by the Principal or School Business Manager.

## TERMS AND CONDITIONS

- Hours are arranged by agreement with the School Business Manager to suit the work load – you are expected to manage workload within your contracted hours.
- Flexibility and commitment is expected in order to fulfil the above responsibilities and meet the needs of the School
- Attendance at meetings and events outside of normal working hours will be expected when requested
- Annual leave should be taken in school holidays where possible

## BENEFITS OF WORKING AT MICHAEL HALL SCHOOL

- Free parking on site
- Staff discount on fees for children
- Bike to work scheme
- Access to discounts at retailers and more through our partnership with Bright HR

For more information and to find an application form, please visit our website:

<https://michaelhall.co.uk/job-opportunities/>

or call the People and Culture team on **01342 822275** for a confidential conversation.

*MHS is committed to safeguarding and promoting the welfare of children, and expects all staff to share this commitment. A successful application will be dependent upon a satisfactory enhanced DBS check and other safeguarding checks and screening, including references. All staff have a key role to play in identifying concerns early and in providing help for children, and are expected to act in accordance with the School's Safeguarding & Child Protection Policies which are available on our website.*