



Post: Health Centre Assistant

Reporting to:

1. The Lead Nurse
2. Head of Compliance

Prior Park Schools

Prior Park Schools is a family of Christian schools based in Bath and Gibraltar. Together, the Schools offer education for pupils aged between 3 and 18. Since the establishment of Prior Park College in 1830, the family has grown, with The Paragon School joining in 2006, and Prior Park School Gibraltar being opened by Prior Park Schools in 2016.

The Schools' Mission is to steward a thriving family of communities with love for the young people they serve at their heart. These vibrant communities cultivate creativity, foster integrity, and transform lives.

Across three sites, the Schools educate over 1100 young people of all faiths and none. The values underpinning the Mission and the Schools' educational offerings are Curiosity, Generosity, and Courage. The Schools believe that quality education changes lives and that outstanding schools are engines for positive social transformation.

Our Schools provide excellent teaching, equipping our young people to leave for a variety of exciting destinations. The success of what the Schools do in the classroom is intertwined with their co-curricular offerings. The young people undertake a wide variety of activities, which, in addition to being fun, challenge them to persevere to succeed. We work together imaginatively and courageously to hone the skills our young people need to forge their place in the world.

Prior Park Schools (PPS) have long been renowned for the quality of their pastoral care. Grounded in the love that sits at the centre of our Mission, our pastoral ethos allows young people to feel safe and secure to challenge themselves, to learn who they want to be, and to discover the difference they want to make.

Each of the Schools' Heads are supported by a Leadership Team, who together lead the day-to-day educational business of their respective schools. The Board of Trustees provides governance and support for the Heads and their schools via a number of Advisory Committees which include Local Boards for each of the schools, the Finance, Audit, Investment & Risk Committee (FAIR), an Education Committee and Safeguarding oversight.

The Executive management of the schools is devolved to the Prior Executive Board (PEB) which comprises the Heads of each constituent school and The Director of Operations & Finance. The PEB drives the strategic development of PPS, ensuring that it is on track to deliver its Vision and thereby remains a market leader in independent education.

Purpose of the Role

The Health Centre Assistant (HCA) is a key role, working closely with the Lead Nurse and the Head of compliance (HC) to support the health, including first aid, and pastoral care provision in the School.

Contacts

The HCA can expect to have a wide range of contacts with stakeholders both within and beyond the organisation. Contact with pupils and their families is of particular importance.

The Role

The HCA will report directly to and be line-managed by the Lead Nurse. In their work the HCA will have day to day responsibility for their own work priorities and maintenance of high standards.

The HCA will provide high quality medical administration, first aid and pastoral care, and will seek to develop the role to reflect the needs and demands of the School Community.

The post holder will have access to confidential information, always requiring absolute discretion. The HCA will deal with a range of internal and external stakeholders and be responsible for supporting the Lead Nurse and the HC in delivering pastoral care to the Students. The HCA will liaise with relevant members of staff, as required for the development of the service, and for the greater benefit of Prior Park Schools.

The role is based at Prior Park College (PPC), but it will be expected that the HCA will carry out medical admin for The Paragon School (TPS) in Bath and travel to other locations may be required as part of the role of the wider work of Prior Park Schools.

The main areas of responsibility are:

Administrative Support

- Providing direct administrative support to the Health and Wellbeing Centre under the supervision of the Lead Nurse.
- To support the Lead Nurse in reviewing and developing medical policies and procedures.
- Update student information on the school MIS when appropriate.
- Undertaking administrative tasks, e.g. word processing, spread sheets and other ICT based tasks, filing and photocopying.
- Answering the telephone and answering emails both internally and externally.
- Provide additional administrative help, including covering Reception duties.
- To undertake appropriate CPD training to support the development and progression of the role.

Pastoral Care Responsibilities

- To provide supervision in the Boarding Houses for student who are unable to attend school because they are unwell.
- To ensure that when on duty the presence of boarders is checked individually and personally at times required and to report any unauthorised absence.
- To assist in escorting students to medical appointments, e.g. dentist, optician, hospital visits etc.
- To be 'on call' at agreed times during the week when the HCA may be asked to undertake an emergency medical escort or to take calls in the Health Centre.

Medical and Pastoral First Aid

- To provide first aid, medicine administration or other medical requirements - training provided.
- To be a point of contact as part of the wider Pastoral Support Team for students, following the reporting procedures in place at the time.
- To follow the School's relevant policies, namely the First Aid, Health & Safety and Safeguarding policies and procedures when dealing with any incidences and provide recommendations as required.
- To ensure first aid supplies are adequately stocked and checked periodically including "offsite packs" including distributing these to Staff.

Line Management

The HCA has no direct line management responsibility.

The tasks listed above are not exhaustive and other additional, reasonable duties falling within capabilities of the post holder may be required, depending on the needs of PPS.

JD reviewed October 2023

Professional Specification and Personal Attributes

The post holder must have good interpersonal and communication skills and be able to liaise with external stakeholders and staff at all levels in a friendly and professional manner.

They must be able to work in a team and will also be expected to work independently on specific tasks. The post holder will be expected to work in a tidy and organised manner.

The post holder will be required to hold a current full UK driving licence and also to hold or be willing to gain appropriate First Aid qualifications.

	Essential	Desirable
Qualification	<ul style="list-style-type: none"> • Minimum of 5 GCSEs including English and Maths at Grade C or above or their equivalent. • First Aid at Work qualification. 	<ul style="list-style-type: none"> • Educated to A level or equivalent. • Qualifications or adequately trained to handle/administer medication. • Qualified Mental Health First Aider
Experience	<ul style="list-style-type: none"> • An ability to be a confident IT user with experience of Microsoft Word, Outlook, and Excel to increase efficiency of admin functions. • Proven experience of the development, management, and operation of administrative systems. • Proven experience of dealing with confidential and sensitive personal information. 	<ul style="list-style-type: none"> • Experience of working in a school. • Experience caring for children or vulnerable adults. • Experience of working in care homes or hospital environments would be an advantage.
Knowledge	<ul style="list-style-type: none"> • Knowledge of the statutory requirements of legislation concerning, Child Protection and Keeping Children Safe in Education. • Sound working knowledge of admin and office systems. • Knowledge and awareness of the importance of confidentiality and data protection. 	
Skills and competences	<ul style="list-style-type: none"> • Excellent written communication skills with the ability to produce high quality documentation. • Excellent level of interpersonal skills to enable liaison with staff and external organisations. • Excellent organisational skills, able to work to strict and often conflicting deadlines. • A flexible attitude towards duties and working patterns in order to fulfil the requirements of the role. 	

Child Protection

All staff employed by Prior Park Educational Trust must be committed to safeguarding and promoting the welfare of children and young people across our 3-18 Trust, both in and out of our Schools. All staff are expected to adhere to and always ensure compliance with the Trust's Child Protection Policy Statement. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Data Protection

In the course of employment at Prior Park Educational Trust, staff may have access to confidential information relating to pupils and their families and are required to exercise due consideration in the way they use such information. Staff should not act in any way which might be prejudicial to the school's interest. Information which may be included in the category covers both the general business of the school and information regarding specific individuals. A strict code of confidentiality must be always adhered to. The School is registered under the Data Protection Act 2018 and operates under policies that meet General Data Protection Regulations (GDPR). Staff must not at any time use the personal data held by the school or disclose such data to a third person.

Special Working Conditions

Prior Park Schools operates a policy under which smoking, including e-cigarettes or vaping, is not permitted anywhere onsite.

Schools are physically demanding environments, and the HCA can expect to be involved in activities which may require physical exertion, e.g., moving equipment or setting up for events as and when required, always observing health and safety regulations and practices.

We offer a supportive working environment, a competitive salary as well as free lunch each day the kitchen is operational. We also offer access to other benefits including free parking onsite, generous fee remission for eligible children, a contributory pension scheme and complimentary gym membership.