



Job applicant information pack

First Aid & Medical Needs Officer at Ratton School (job share, part-time)



Welcome letter

Dear Applicant,

Thank you for your interest in Ratton School and for considering us as your next career move. At Ratton School everything we do is centred on developing our young people to become confident, creative and caring students who achieve excellence in everything they do. Be it academically, or socially, our aim is to enable our students to grow and flourish and achieve all their potential. This means educating the whole child and giving them the skills to take the next steps on their journey when they leave us to attend further education or training, and then into the right career.

We are currently seeking an individual to job share with the current postholder. Days to be worked are Thursdays and Fridays term time only (plus 1 week). In this dynamic role, you will be the compassionate face attending to sick, injured, and distressed pupils. Your commitment will extend to administering medication in adherence to school policies, maintaining accurate medical records, and fostering open communication with parents and staff.

Collaboration is key, and you will take the lead in maintaining and reviewing Individual Health Care Plans alongside the Special Educational Needs Coordinator (SENCO) and other relevant agencies. You'll also spearhead school vaccination programs, producing Health & Safety Reports for external agencies and trustees.

Your organisational prowess and methodical approach will shine as you prioritise work tasks and manage your workload effectively. Strong communication skills will be essential as you interact with diverse audiences, including fellow employees, governors, pupils, and parents. Sensitivity and objectivity in handling confidential matters are essential. Above all, we seek individuals committed to Equal Opportunities, ready to engage in further training and development opportunities.

Whether you bring experience in clerical duties or possess a basic understanding of school operations with a desire to work with children, we want to hear from you. A valid certificate of competence in first aid or a willingness to undergo training is essential.

We offer an incentive package which includes:

- A comprehensive induction programme for new staff to our academies.
- On-going investment into your career development through appropriate CPD.
- Support and mentoring by a strong Senior Leadership Team and other experienced leaders.
- Access to the Bike 2 Work scheme allowing up to 42% discount on the cost of bikes and equipment.
- Full use of an employee assistance programme supporting wellbeing.
- Free breakfast of bagel/cereal/porridge/tea/orange juice.

- Staffroom with complimentary tea and coffee.
- Subsidised membership of Benenden Healthcare (affordable alternative to private health insurance).
- On-site parking.
- Free Breakfast Club/After School Club place for trust staff children at Ocklynge Junior School.

We look forward to receiving your application and hearing why you believe you have the passion, commitment and talent to join Ratton School.

Gavin Peevers
Headteacher



Our Vision and Ethos

Our Trust aims to providing an outstanding educational experience for all students and children with both schools retaining their own unique identity and working closely together to help develop a sustainable and exciting educational experience that places our students and children at the centre of all that we do.

At Ratton, the vision of **achieving excellence** is underpinned by six virtues:

Compassion – Showing kindness and caring for other people and the environment.

Respect – Acting with respect to others both in and out of school. Valuing diversity and avoiding discriminatory language.

Creativity – Being curious about the world, solving problems and asking thoughtful questions.

Teamwork - Achieving together by working as part of a team. Understanding that we all have to do our fair share and get along with different people.

Effort - Putting effort into all aspects of school life. Demonstrating resilience when faced with a challenge.

Responsibility - Taking responsibility by being in the right place, at the right time, doing the right thing.

Based on this vision and these virtues we tirelessly strive to ensure that:

- Students are happy and confident.
- Students develop their potential.
- We provide for students' wellbeing.
- Teaching is outstanding.
- There is a powerful community spirit and bullying is prevented.
- Communication between school and home is excellent.
- Discipline and values are strong.

Job description

Job Title: First Aid & Medical Needs Officer (Job Share)

School: Ratton School

Grade: LPS SS Grade 4, points 9-10

Key Tasks

- To attend to sick, injured and distressed pupils.
- Administer medicine to children as outlined in school policy.
- Keep up to date medical records of children as appropriate and directed by the Headteacher.
- Liaise with staff and parents as necessary, regarding children's injuries, medical problems and medication.
- In collaboration with the SENCO, take a lead on maintaining and reviewing Individual Health Care Plan liaising with relevant agencies and parents.
- Be aware of and comply with policies relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.
- To produce Health & Safety Reports to appropriate external agencies and trustees in keeping with the required frequency and timeframes.
- To lead on whole school vaccination programmes, liaising with outside agencies and organising and coordinating vaccination days.
- To support with first day absence checks including making telephone contact with the parents of absent pupils where appropriate.
- To communicate with a wide range of audiences, including staff, parents and external agencies.
- To attend training courses and other INSET to update skills and knowledge.
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- Participate in the School's agreed pattern of meetings.
- Perform duties in accordance with the directions given by the Headteacher.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

Person specification

Key Skills

- Ability to work in an organised and methodical manner.
- Ability to produce accurate and up-to-date records and reports as required.
- Ability to communicate with a range of audiences including other employees within the school, governors, pupils and parents.
- Able to converse at ease with customer and provide advice in accurate spoken English.
- Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring that lower priority work is kept up to date.
- Ability to show sensitivity and objectivity in dealing with confidential issues.
- Ability to demonstrate commitment to Equal Opportunities.

Personal Qualities

- Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge.

General

- Experience of undertaking a range of clerical duties.
- Basic knowledge of the work of a school and experience of working with children desirable.
- Holder of a valid certificate of competence in either **first aid at work** or **emergency first aid at work** or any other level of training or **qualification** that is appropriate to the circumstances or be prepared to undertake the training.

Health & Safety Functions

Function	Applicable to role
Using display screen equipment	Yes
Working with children/vulnerable adults	Yes
Moving & handling operations	Yes
Occupational Driving	No
Lone Working	No
Working at height	No
Shift / night work	No
Working with hazardous substances	Yes
Using power tools	No
Exposure to noise and /or vibration	No
Food handling	No
Exposure to blood /body fluids	Yes

How to apply

To apply for this position, please access the application form via [Vacancies | Ratton School](#) or for those using the TES or Gov.UK platforms to apply, you may also use the forms available there.

Once completed, send the form to Lorraine Barrow, Trust Executive Assistant, at lbarrow@ratton.co.uk before the specified closing date.

Please be aware that we do not accept CVs; therefore, kindly follow the specified application routes. Additionally, all applicants must have the Right to Work in the UK to be eligible for the role. If you submit your application via CV or if you do not possess the Right to Work in the UK, your application will not be considered.

Early application is encouraged as we reserve the right to consider applications on receipt and to appoint before the deadline.

Terms of employment	
Grade	LPS SS Grade 4, points 9-10 (£23,114 to £23,500 pay award pending) pro rata
Actual Salary	£8,302.53 gross per annum, £691.88 gross per month
Hours	15 hrs per week (8.00-4.00) Days of work: Thursday & Friday (with a 30-minute unpaid break daily)
Contract	Permanent, term time only + 1 extra week
Start Date	Monday 2 September 2024
Deadline and interview dates	
Closing Date:	Midday on Monday 8 July
Interviews:	Friday 12 July

Application Procedure

Your application is pivotal, as the information you provide will influence whether you are shortlisted for an interview. The following guidance is designed to assist you in completing it effectively. This is part of our commitment to ensuring equal opportunities for job applicants. SDLT wholeheartedly supports the principles of equality and diversity in employment and service delivery. We aim to encourage, value, and manage diversity, recognising that talent and potential are distributed across the population. Promoting equality of opportunity has moral and social reasons, and it is also in the best interest of this organisation to recruit and develop the best people for our jobs from as broad and diverse a pool of talent as possible.

Personal Specification

The person specification is the list of criteria or requirements needed for the post. To be shortlisted, you have to fulfil each of the essential points, demonstrating your abilities by giving examples. The strongest applications will detail how candidates meet all of the criteria with examples, including drawing on previous experiences and transferable skills. Remember that voluntary work or work at home can be as valuable as paid employment.

Appointment Process

- 1) Suitable applicants will be shortlisted for an interview. Shortlisted applicants should note that online searches may be done as part of due diligence checks.
- 2) If you are successful, you will receive an email inviting you to attend an interview. It is therefore important that you give us your email address.

Pre- Employment Checks

The successful applicant will be required to:

1. Provide details of two referees who know you in a professional capacity, one of whom must be your current or most recent employer (for teaching staff, this includes the Headteacher or mentor at your placement if you are still training). It is our usual policy to take up references before the interview where possible. Employment is conditional on these references being deemed satisfactory.
2. Provide proof of all relevant qualifications (GCSEs and A levels or equivalent), degree and teaching qualifications.
3. Provide proof of eligibility to work in the UK.
4. Undertake an Enhanced Disclosure and Barring Service check and receive clearance. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered 'spent'.
5. Complete a Health Declaration form

Conditions of Service

Employment is subject to a number of pre-employment checking procedures – these are given above. For teaching staff, this post is also subject to the School Teacher's Pay and Conditions Document and the Condition of Service for School Teachers in England and Wales known as the Burgundy Book. The professional standards for teachers will also apply.

The job description may not necessarily be a comprehensive definition of the post and may be subject to modification or amendment at any time after consultation with the post holder.

Salary

Teachers, whether full or part time, will automatically be a member of the Teachers' Pension Scheme unless they elect to opt out.

Visa Sponsorship

We do not hold a sponsor licence, so we are unable to employ applicants who do not have the right to work in the UK.

Policy on Equal Opportunities

SDLT is an Equal Opportunities employer and appointments are based on the applicant's ability to meet the requirements of the position. Our trust schools oppose any form of discrimination against any individual or group and welcome the inclusion of a diversity of individuals from many races and cultures. Discriminatory behaviour based on race, colour, culture, nationality, gender, sexual orientation, disability, or religion will not be tolerated.

Safeguarding Notice

South Downs Learning Trust and all our academies adhere to all the national and local policies and guidance regarding Safeguarding Children and Young People. We are committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people. We expect all our staff and volunteers to share this commitment. All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, an online search, and where applicable, a prohibition from teaching check.

