



# High March

High March School, Ledborough Lane, Beaconsfield, Buckinghamshire HP9 2PZ

Headmistress: Mrs K. E. Gater MA PGCE (Warwick)

## **APPLICATION PACK FOR THE POST OF WELFARE AND MEDICAL OFFICER**



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**Address** High March School  
Ledborough Lane  
Beaconsfield  
Bucks  
HP9 2PZ

**Telephone** 01494 675186

**Email** [office@highmarch.co.uk](mailto:office@highmarch.co.uk)

**Website** [www.highmarch.co.uk](http://www.highmarch.co.uk)

At High March School we are committed to Safer Recruitment and therefore this appointment will depend on the successful completion of an Enhanced DBS check.

## Welcome

Thank you for your interest in the post of Welfare and Medical Officer commencing on 1<sup>st</sup> January 2022.

### **The Candidate**

We are looking for a qualified and experienced person to take responsibility for day to day first aid treatment for staff, pupils and visitors (where appropriate) and associated first aid requirements. The successful candidate will be expected to work every day from 8.30am to 3.30pm during term time, with some additional duties outside these hours as detailed later on in this job description. There is scope to consider other flexible hours. Salaries are paid throughout the year.

### **About High March**

High March is a thriving mixed-ability preparatory day-school for girls aged 3 to 11 with a co-educational Nursery. Our pupils come mainly from the local area with many families moving to Beaconsfield from London. The School is divided into a Junior House for children aged 3 to 7 and an Upper School for children aged 7 to 11. Class sizes are small with a maximum class size of 20 pupils.

Academic expectations are high and pupils at the School make superb progress. Our pupils are regularly awarded scholarships or gain places at some of the most prestigious independent senior schools. We also have an excellent record in the Bucks County 11+ Transfer Tests.

Music, Art, Drama and Sport are all highly valued at the School with specialist teachers, teaching spaces and excellent facilities and equipment.

High March is a family owned school established in its current form by Mrs Del and Mr Robert Anderson who were Headmaster and Headmistress for many years. The School is now owned by their grandchildren, Mrs Belinda Avery and Mr Michael Chapples. They were both educated at High March, they live in Beaconsfield and both have children who have been pupils at the School. They take a passionate and thoughtful interest in all aspects of the School, and are fully involved in High March life. They are supported by a committed and experienced Board of Governors.

High March is a happy School where dedicated and caring staff are appreciated and valued. If this sounds like a school of which you would like to be a part, I hope you decide to make an application.

Kind regards,



**Mrs Kate Gater**  
**Headmistress**

## Aims and Ethos

High March School aims to provide education of the highest quality and promote excellence in all fields.

To achieve this aim the School:

- Provides a happy learning environment in which children feel secure and are valued as individuals.
- Promotes high standards of achievement ensuring that all pupils are working to the best of their ability at all times.
- Develops positive attitudes and a lifelong love of learning.
- Nurtures talent and encourages achievement in academic studies, in sport, in music and in drama.
- Promotes a Christian ethos and Christian values, whilst respecting other faiths and traditions, but remains non-denominational in its admissions policy and teaching.
- Provides social and personal education that prepares pupils for the contemporary world and enhances a sense of their cultural identity.
- Cultivates pupils who are courteous, well mannered, independent, sociable, self-disciplined and able to communicate effectively.
- Fosters confidence, self-esteem and tenacity.
- Develops commitment to personal and team goals.
- Encourages friendly and informal relationships within a structured and disciplined routine.
- Provides a pastoral care system that instils the values of kindness and consideration.
- Establishes cultural links with outside organisations.
- Prepares pupils for 11+ Common Entrance, Scholarship and Buckinghamshire 11+, as well as for the transition to life in their senior school.



## Job Description of the Welfare and Medical Officer

To have oversight of all First Aid and Health Care in School and provide support in the monitoring of pupil and Staff welfare. Ensuring smooth running of medical matters including accurate maintenance of records on the School MIS.

### Duties and Responsibilities:

- Provide first aid and medical/health care to pupils and staff in School.
- Maintain health and medical records of pupils and staff using the school's MIS.
- Support all pupils with medical needs
- Ensure all First Aid Boxes are properly equipped, clean, tidy and accessible
- Ensure all special medical information is shared with appropriate staff
- Ensure the Medical Room is kept tidy and adequately resourced
- Monitor and replenish medical supplies across the school in liaison with the Finance Officer and Senior Staff
- Support trip leaders with the preparation of appropriate First Aid resources and records
- Update information of the MIS as required
- Liaise with external agencies as required
- Be a source of advice and signposting for parents/Staff in finding medical help
- Liaise with the local Health Team regarding inoculations etc.
- Maintain own knowledge of through regular training and work with SLT/SMT regarding organising school wide training as required
- Keep staff and parents informed of any relevant issues
- Attend Staff Meetings and other Inset as appropriate
- Work with others who support pupils' welfare and contribute to this support as appropriate
- Provide general administrative support when required as part of the whole administrative support team – e.g. covering Reception Duties, telephone answering and message taking, photocopying etc.

### School's First Aid Policy

- Take lead responsibility for the School's First Aid Policy and contribute to the Health and Safety Policy and other policies where there is a health or medical input required. Ensure that statutory requirements are up to date and best practice guidance is reflected in the relevant policies.
- Attend the termly Health and Safety Committee meetings and the annual review of the School's First Aid and Medicines Policy by the Senior Leadership Team. (These meetings take place after School.)
- In liaison with the School's Co-ordinator for Continuing Professional Development, arrange first aid training and defibrillator training for staff as required and maintain a training log.
- Maintain stock in all school first aid kits and check regularly.



- Check and test the defibrillator weekly during term time. Advise on defibrillator training for staff.
- Prepare first aid kits, medicines and care plans for children going on day trips, sports matches and residential trips. As necessary, collate reports on return from trips and update medical records.

#### Administration

- Maintain medical records accurately, confidentially and safely using the School's Management System, Engage.
- Provide information on specific medical conditions and allergies to staff and the catering team at the start of the school year and keep updated as circumstances change.
- Safeguard the medical archive.

#### Health and Safety

- Maintain awareness of health and safety issues within the School affecting staff, children, visitors or the environment particularly where there are concerns for health.
- Ensure that the School is legally compliant with statutory requirements for medical provision. Up-to-date logs and records must be maintained
- Act as Health Adviser on the School's Health and Safety Committee.
- Provide statistics on a termly basis reporting minor injuries and accidents at the termly Health and Safety Committee Meetings.
- With the Bursar, inspect the site to ensure safe practices are being adhered to; support and review Risk Assessments across the School; take a role in risk assessing large scale events for medical and health needs drawing upon best practice and HSE guidelines wherever possible
- Complete RIDDOR reporting as necessary.

#### Health Education

- Support the Catering Team in the promotion of healthy eating and positive relationships with food.
- Support the delivery of PSHE as required.
- Provide access to a range of materials promoting healthy lifestyles.
- Keep up to date with current health promotion initiatives.

#### Other Tasks

- Undertake any other task identified by the Headmistress or member of the Senior Management Team within the general scope of responsibility.
- Attend the pre-term staff meetings and report on any medical and dietary needs.
- Attend any relevant INSET and training courses.
- The Welfare and Medical Officer will be expected to attend the following events which take place in the evenings or at weekends:
  - Anderson Social Evening in September or October
  - Nursery Sports in June or July (currently takes place during the school day)

Junior Sports on a Saturday in June  
Senior Sports on a Saturday in June  
Two discos held at High March in the Autumn Term  
Year 6 Production and Leavers' Buffet in June or July  
Christmas Fayre  
Carol Service

### **Equal opportunities:**

The post holder will be expected to support the School's commitment to Equal Opportunities. The member of staff will be committed to ensuring Equality of Opportunities for all pupils.

### **Health and Safety:**

The post holder will be expected to pay due regard to the School's Health and Safety Policies and to report any concerns to the Bursar or Headmistress.

### **Confidentiality:**

It is expected that all School employees will understand that our work is confidential and that personal details about staff, children and families should not be discussed outside the school.

### **Hours of Work:**

These will be Monday to Friday from 8.30am until 3.30pm during term time. The successful candidate will also be expected to work from 9.00am to 1.00pm during the last week of the summer holidays. The successful candidate will be paid throughout the year, including school holidays. Please note that all staff are expected in School for meetings, training and preparation activities on the two days before each term commences.

### **Remuneration:**

The post attracts a salary of £21,000 to £25,000 for a full time post commensurate with qualifications and experience. Salaries are reviewed at High March every September.



# Personal Specification

## Qualifications and training:

Qualifications and experience required:

- A current Paediatric First Aid qualification.
- A First Aid at Work qualification or a willingness to train.
- Evidence of continued professional development.
- Familiarity with up to date medical practice.
- Evidence of being an excellent practitioner.
- Previous school experience is desirable.



## Skills, Competencies and Qualities:

The candidate must be able to demonstrate working knowledge / experience in the following areas:

- Managing a Medical Room on a day to day basis.
- Provision of first response to medical emergencies and incidents.
- Development of individual care plans and treatment protocols.
- Effective management systems to include administration of current medical records, medical archives, accident reporting, training records and reference documents.
- Responsibility for equipment and budget.
- Confident and competent IT skills including Microsoft Office (Outlook, Word and Excel).
- Ability to work independently and under their own initiative whilst remaining reportable to the Line Manager.

The candidate must be able to display personal qualities that are in keeping with the role and ethos of the School:

- Actively enjoy working with children, and be able to form and maintain appropriate relationships and personal boundaries with them.
- Demonstrate a caring and understanding attitude towards both colleagues and children.
- Possess good time management and administrative skills and able to prioritise competing demands effectively and diplomatically.
- Have a sense of humour and be approachable, accommodating and patient.
- Be resilient, forward-thinking and proactive.
- Be able to organise and plan their own workload whilst remaining flexible in their response to the School's changing needs.
- Be professional in their appearance, conduct and time keeping.
- Encourage an atmosphere of mutual respect when dealing with children, staff and parents.
- Have strong team working and inter-personal skills.



- Have good literacy, financial awareness and communication skills.

### **Desirable Skills and Experience**

- Experience in paediatrics, diabetes and/or asthma.
- Development and use of a medical database.
- Awareness of health and safety legislation and development of risk assessments.

## How to Apply

The post will commence on 1<sup>st</sup> January 2022. The closing date for applications is 3.00pm on Friday 17<sup>th</sup> December but applications will be considered as they are received.

### Application Form

- Applications will only be accepted from candidates completing the enclosed Application Form in full. Curriculum Vitae will not be accepted in substitution for completed Application Forms in the absence of good reason. Equal-opportunities and child protection statements are available on request from the School.
- This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared.
- Candidates should be aware that all posts in the School involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post.
- Candidates will be required to complete a disclosure from the Disclosure and Barring Service at the enhanced level.
- We will seek references on candidates and will approach previous employers for information to verify particular experience or qualifications, before interview.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure. If you are not currently working with children, but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although you may where appropriate answer 'Not Applicable' if your duties have not brought you into contact with children or young persons.
- You should be aware that the provision of false information is an offense and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the Police and/or Department for Education Children's safeguarding Operation Unit.

## Invitation to Interview

- If you are invited to interview this will be conducted in person and the areas which it will explore will include suitability to work with children.
- All candidates invited to interview must bring documents confirming educational and professional qualifications that are necessary or relevant for the post (eg the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.
- All candidates invited to interview must also bring with them:
  - A current driving license including a photograph **or** a passport **or** a full birth certificate
  - A utility bill or financial statement showing the candidate's current name and address
  - Where appropriate, any documentation evidencing a change of name

***Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.***

## Conditional Offer of Appointment: Pre-Appointment Checks

- Any offer to a successful candidate will be conditional upon:
  - Receipt of at least two satisfactory references
  - Verification of identity and qualifications
  - A check at DBS Barred List and the Protection of Children Act List as appropriate
  - A satisfactory DBS Enhanced Disclosure
  - Verification of professional status such as QTS Status
  - For teaching posts, verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)
  - Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the School may require in accordance with statutory guidance
  - Completion of a Self-Declaration Statement that under the Childcare (Disqualification) Regulations 2009 the successful candidate is not "disqualified".

- Completion of a Self-Declaration Statement that under the Childcare (Disqualification) Regulations 2009 the successful candidate is not “disqualified” and any individuals living in the same household are also not disqualified themselves.
- Verification of medical fitness in accordance with DCFS Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training
- Satisfactory completion of the probationary period

***Please note:***

Where a candidate is:

- Found to be on Disclosure and Barring Service’s Barred List or the Protection of Children Act List, or the DBS disclosure shows he/she has been disqualified from working with children by a Court; or
- Found to have provided false information in, or in support of, his/her application; or
- The subject of serious expressions of concern as to his/her suitability to work with children

The facts will be reported to the Police and/or the Department for Education Children’s Safeguarding Operation Unit.