



**Reporting to:**

Assistant Head Pastoral

The successful candidate will be a qualified and dynamic practitioner and with existing experience of working within a medical/caring environment. S/he will have a solid knowledge and understanding of caring for those with minor illness and injury and have the qualifications to support working in such a setting.

**Key Tasks will include the following:**

- The care of sick and injured children in school and where appropriate make the decision to send them home or to the accident and emergency department with a parent.
- Ensure the safekeeping and supplies of non prescription medication. Administer appropriately and inform parents.
- Communicate to parents and form teachers of any injuries such as bumps to the head even if the child is well enough to stay at school.
- Inform parents of any non-prescribed medication given or contact to request permission to administer.
- Safekeeping and administration of prescribed medication with documented parental consent.
- Check expiry dates on auto-injectors, inhalers and contact parents if replacements are required.
- Update staff on the recognition of anaphylaxis and the use of auto-injectors.
- Record all first aid given on the school database.
- Support sick or injured staff and if necessary arrange for them to go home or to the Accident and Emergency department.
- Deal with any body fluids/spills as appropriate
- Update confidential medical records from pupil profiles and share with all relevant members of staff.
- Liaise with Health Care professionals to arrange school visits for immunisations, Orthoptist checks programmes, height weight hearing checks and any other health assessment in line with the Government school Health programme.
- Maintain and prepare first aid kits in school and as required for off site activities and trips.
- Provide first aid cover for school events as requested.
- Arrange the annual flu immunisation programme for staff.
- Inform parents by letter in the school weekly mailing of any infectious diseases of concern or outbreaks of head lice by liaising with the office manager. Health & Social Services Prevention and control of Infection Guidelines for early Years and School Settings are followed.
- Support the Assistant Head Pastoral as appropriate
- Collate and process the hot lunch lists at the beginning of each term, track ongoing changes and share with the assistant bursar.

- Prepare and update throughout the term a list of allergies and excusals and liaise with the chef and the designated teacher. Share the lists with all relevant staff.

This is a **school term time only** position and a certain degree of administrative skills are required. The position will include administrative duties in the school office on occasion and a flexible working day may be possible and will come under discussion at interview.

### **Safeguarding and Child Protection**

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons' for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the school's Safeguarding Policy and Child Protection Statement at all times. If, in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the school's Designated Safeguarding Lead or to the Headmaster.

The successful candidate will be required to provide an enhanced DBS check. In seeking references on short-listed candidates, the school may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at the interview.

### **Procedure for application**

Applications should be made using the application form available together with a covering letter and posted to the Headmaster, St. Michael's Preparatory School, La Rue de la Houquette, St. Saviour JE2 7UG by noon on Friday 8th July after which references may be taken for those candidates considered for the shortlist. Should any applicant wish to have a tour of the school and gather further information prior to the application deadline, please contact the Matron (Lynne Cooke) directly on **[lpc@stmichaels.je](mailto:lpc@stmichaels.je)**

Failure to use the correct application form or to attach a covering letter may count against an applicant. Shortlisted candidates will be contacted by telephone prior to noon on Monday 11th July.

Interviews will be held during the afternoon of Friday 15th July and a conditional offer of appointment will be made as soon as possible thereafter. The appointment will be conditional upon satisfactory references being received and pre-employment checks being completed. The successful candidate will begin work on 1st September 2022