



CANDIDATE BRIEF

Health Care Assistant (Temporary Maternity Cover)





WELCOME TO SIBFORD

Sibford School is a co-educational, independent day and boarding school for children aged 3-18.

Sibford is a place where we aim to nurture ambitious learners who shape their worlds with their creative, compassionate and questioning minds, where your career journey can flourish alongside the growth of our exceptional students.

In our commitment to individuality, we recognise that employees, much like our students, are diverse in their approaches and strengths. At Sibford, you're encouraged to be adventurous, curious, creative, confident, and above all—be yourself.

Rooted in Quaker values, our approach to teaching is grounded in truth, integrity, equality, community, peace, simplicity, and sustainability. These values are not just words on paper but living principles that underpin the distinctive characteristics of Sibfordians.

In the nurturing, safe, and supportive environment we cultivate, you'll find a space where your potential has no limits. Here, there's no ceiling on your ability to inspire and shape young minds, both academically and personally. Tolerance and consideration towards each other are not just encouraged; they are integral to our community ethos.

Our curriculum is as diverse as the talents it aims to nurture. We pride ourselves on

traditional academics, creative arts, technology, and horticulture, in small, dedicated classes, inspiring and stretching each individual, guiding them to discover their own talents and embrace their authenticity.

Sibford is more than just a school; it's a place where employees are partners in the growth and development of future leaders and citizens. If you're seeking an environment that values creativity, agility, resilience, positivity and empathy, we warmly invite you to consider joining us at Sibford.

A candidate pack can only convey so much. Come and meet us in person—experience the genuine warmth and vibrancy that defines our educational community.

Looking forward to the prospect of welcoming you to the Sibford family.

Rebecca Evans, Head





EMPLOYEE BENEFITS FOR ASSOCIATE STAFF

Pay/Salary	Sibford Associate Scale. Previously attached to NJC payscale but now stands alone.
Pension Employer's contribution	5%
Pension Employee's contribution	5% minimum
Group Life Assurance	2 x annual salary
Group Income Protection	None
Staff Fee Remission Discount on school fees	66.6% pro-rata'd for part time
Paid Holidays	28 days + Bank Holidays Increases to 33 days after 5 yrs of service
Sick Pay entitlement	1 month full & 1 month half pay per year of service – up to maximum of 6 months
Free School lunch	Provided on working days
Free car parking	Parking is on the school site
Free use of School Swimming pool for staff	Allocated times



THE ROLE - HEALTH CARE ASSISTANT - TEMPORARY MATERNITY COVER

- **Hours – Part time, term time only (34 weeks) - Maternity Cover contract**
- **Salary - Pro rata of £23,901 to £25,674 full time (to be pro rata for 34 weeks term time and part time)**

Role overview:

We are seeking to appoint a Health Care Assistant to support the School Nurse in providing medical care to students, ensuring the health and well-being of the school community. The role involves assisting in the administration of first aid, maintaining health records, managing student medical needs, and contributing to the overall health and safety protocols within the school environment. They will enjoy supporting the school's vision and mission in the years ahead and making a difference to the lives of the pupils at this fantastic school with 180 years of history.

The successful candidate will have:

- First aid certification (e.g., St. John Ambulance, Red Cross).
- Experience working in a healthcare setting, as a Health Care Assistant or similar role (such as emergency care assistant).
- Strong interpersonal and communication skills.
- Ability to maintain confidentiality and handle sensitive information appropriately.
- Computer literate, competent with all Microsoft programmes and able to learn new systems quickly.
- Medically fit and able to cope with the physical demand of the role.
- Full clean driving license
- A compassionate, calm and patient approach to student care.
- Ability to work independently and as part of a team.

Closing date for applications: **2pm on Wednesday 26th February 2025**

Interview date: **Week commencing 3rd March 2025**

This role is subject to undergoing a satisfactory Enhanced DBS check with Children's Barred list.

We reserve the right to close prior to this date should sufficient applications be received.



THE ROLE - HEALTH CARE ASSISTANT - TEMPORARY MATERNITY COVER

Overall Purpose:

To support the School Nurse in providing medical care to students, ensuring the health and well-being of the school community.

Reports to: Deputy Head and Designated Safeguarding Lead (DSL)

Key contacts: Deputy Head, School Nurse, Pupils, Senior and Junior School teaching and support staff, other Administrative and Facilities staff, Parents and Visitors

Key Responsibilities:

- First Aid & Medical Support
- Provide first aid and basic medical care to students and staff as required.
- Assist in administering medication according to school policies and parent/guardian instructions.
- Welcome staff and students to the Health & Wellbeing Centre in a friendly, reassuring & accommodating manner, responding to enquiries efficiently
- Observe and monitor the wellbeing of students in the health centre.
- Work closely with the school nurse and house staff to look after unwell or injured boarders.
- Support the school nurse in managing minor injuries and illnesses, including taking vital signs and documenting health conditions and assessments.
- Support students with chronic medical conditions as directed by the school nurse.
- Health Monitoring & Records:
- Maintain accurate health records for students, ensuring confidentiality in compliance with relevant regulations (e.g., GDPR).
- Assist in tracking and managing student health care plans, ensuring they are updated regularly.
- Monitor and report on students' health conditions.

Other Responsibilities:

- Ensure that all medication and health-related supplies are properly stocked and organised.
- register new boarders with the local surgery
- Health Education & Promotion:
- Support the development and delivery of health education programs for students.
- Promote healthy habits and hygiene practices among students.
- Assist in the planning of regular immunisation sessions. Supporting the school nurse and NHS immunisation team during these sessions.
- Communication & Collaboration:
- Work collaboratively with teaching staff, parents, and external health professionals to support students' health and well-being.
- Maintain open communication with the school nurse regarding any changes in student health.
- Contribute to the ongoing development of school health policies and procedures.

General Duties:

- Assist in the organisation and maintenance of the medical room, ensuring it remains clean, safe, and stocked.
- Attend relevant training and professional development sessions as required, including INSET days for school-wide training.



PERSON SPECIFICATION

Requirements	Essential	Desirable
Educational attainment	First aid certification (e.g., St. John Ambulance, Red Cross).	Medical or healthcare qualification
Knowledge required	Ability to maintain confidentiality and handle sensitive information appropriately.	Working with and supporting young people experiencing poor mental health
	Ability to work independently and as part of a team.	
	An understanding of key safeguarding principles.	
Experience required	Experience working in a healthcare setting, as a Health Care Assistant or similar role (such as emergency care assistant).	Previous experience working with children or young people, especially in an educational environment
Skills and aptitudes required	Excellent interpersonal skills along with skill at building relationships.	
	Computer literate, competent with all Microsoft programmes and able to learn new systems quickly.	
	Medically fit and able to cope with the physical demands of the role.	
	A compassionate, calm and patient approach to student care.	



THE APPLICATION PROCESS

Thank you for showing an interest in our school and the vacancy which we are currently advertising.

You can complete the application online via the school website here: [Work With Us | Sibford School](#).

If you have any questions or queries, please contact the HR department: hr@sibfordschool.co.uk or call 01295 781291.

Applications will be reviewed as they are received. The School reserves the right to appoint at any stage of the recruitment process; early applications are therefore encouraged.

Sibford 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 offers of employment are subject to an enhanced DBS check.

We are unable to accept CVs due to Safer Recruitment Practices.

If you are successfully shortlisted, you will be invited for interview at the school.

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