



Meopham School
ACADEMIC EXCELLENCE IN A RURAL SETTING

Medical Officer
INFORMATION



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Dear Applicant,

Thank you for expressing an interest in joining the Meopham School family. I hope you will take a look at our website at <https://meophamschool.org.uk/> and take the time to consider the information enclosed with this letter.

Meopham School is a school where a traditional family culture combines with an ambitious ethos for excellence.

Our ethos creates a supportive, energising and inspiring climate for success. Indeed, we were judged as "Outstanding" by Ofsted in January 2019. We are the highest performing non-selective school in Kent, and were recognised for this for the fourth year running in the latest (October 2019) School Performance Tables.

However, at Meopham School we measure success not just in terms of excellent academic outcomes, but also in the development of strong character. Our traditional academic curriculum combines with our Excellence Through Character curriculum to ensure that every student is nurtured to uncover their talents and aptitudes. We recognise that excellent examination results are only a part of the story. Qualifications and personality open doors initially, but it is strength of character which keeps those doors open and allows our young people to lead happy, successful and healthy lives.

We are proud that Meopham School students are curious in their learning, resilient in overcoming difficulty, and are confident in evaluating their own progress. As a consequence, they are ambitious to achieve academic and personal success, both in school and in the world beyond.

Meopham School is located in the village of Meopham, an area of outstanding natural beauty. Students and staff moved into our brand new £14 million building in Spring 2018. The state-of-the-art school offers an inspiring modern learning environment, with traditional classroom spaces. This new facility offers a learning environment which is truly exceptional.

Standards of teaching and learning at Meopham School are extremely high. There is a consistent approach to lesson planning, teaching and marking at the school and an explicit focus on differentiation in particular. At the heart of our vision for the school is a relentless drive to ensure that all pupils make exceptional levels of progress in every subject. Our curriculum is broad and balanced. Indeed, offering courses to suit pupils of all abilities is one of the reasons for our success.

To achieve our vision, we place the recruitment, retention and professional development of excellent teachers as a top priority. We therefore seek well-qualified, highly skilled, and enthusiastic teachers, who have the highest of expectations of both themselves and the pupils in their classes. We want teachers who enjoy working with young people of all abilities and differing needs.

If you became part of our team, I believe we could offer you a number of benefits. You would become part of something incredibly successful. We can offer an exceptional package of professional development, ranging from an acclaimed NQT induction programme, training through the nationally recognised Improving and Outstanding Teacher Programmes, the Outstanding Leaders in Education



Programme, a Master's Degree, and support for aspiring headteachers, leading to the National Professional Qualification for Headteachers (NPQH).

Meopham School offers the benefits of working in a small school but within an exciting multi-academy trust. The Swale Academies Trust is currently made up of a group of schools, both primary and secondary, located in Kent and East Sussex. The Trust provides unparalleled opportunities for professional development. The Trust will grow further.

Meopham 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 posts are subject to an enhanced DBS check. As a school dedicated to the principle of equal opportunities, we aim to ensure that staff recruitment is fair and open to all regardless of age, social class, disability, religion, ethnic origin or sexual orientation within the context of a detailed person specification.

If you wish to apply, please visit Kent Teach to submit your application as soon as possible. We look forward to receiving your application.

Yours sincerely,

Mr Glenn Prebble
Head of School

Simon Cox
Executive Headteacher

JOB DESCRIPTION



Job Title: Medical Officer
Salary: SAT 5
Responsible to: Lead DSL

Main duties and responsibilities:

Health & Safety officer

- To adhere to the Trust Health & Safety policy
- To work with Site Manager & Head of School to ensure that the Trust Health & Safety Management System for the school is maintained in accordance with Trust Policy
- To liaise with SLT & Site Manager when hazards are identified in school & logged on the agility system, ensuring a swift resolution to any issues arising
- To maintain a risk assessment management system for curriculum based activities, prompting curriculum leaders to update Risk Assessments according to the review cycle
- Ensure the school hold up to date policies for Health & Safety management in accordance with the Trust Estates procedures
- Ensure that all Health & Safety administration is kept up to date
- Ensure that all Health & Safety training is kept up to date
- Attend 6 weekly sites management team meetings
- Undertake DSE assessments for DSE users
- Maintaining First Aiders records and ensuring all certificates are kept up to date

Lead First Aider

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards;
- When necessary to make arrangements to call an ambulance;
- Ensure that all first-aiders complete a first-aid training course approved by the Health and Safety Executive (HSE);
- Monitor and arrange refresher courses and certificate renewals for all first aiders;
- Liaise with a member of the Senior Leadership Team - FOR INCIDENTS INVOLVING EMERGENCY SERVICES ON SITE;
- Be responsible for ordering First Aid items and appropriate disposable bins.

Liaison with parents and staff

- Dealing with parental queries regarding medical plans
- Administration and monitoring of medical support plans in line with the school's approach
- Meeting with families and appropriate school staff regarding medical plans
- Liaising with senior leaders to deploy medical plans
- Monitoring of students attendance to medical room, reporting observed patterns to SLT and Safeguarding team
- Ensuring medical plans for students are in place and shared with staff - updated appropriately
- Liaising with the exams officer and teachers to ensure appropriate considerations are in place regarding medical plans (temporary and permanent)

JOB DESCRIPTION



Office management

- Management and co-ordination of the medical budget
- Process forms, returns, etc., including those to outside agencies.
- Contribute to the planning and development of administrative procedures and systems relating to medical and health and safety.
- Update manual and computerised records/management information systems.
- Carry out administrative tasks linked to medical needs
- Liaise with parents, staff, pupils, outside agencies, visitors
- Take ownership of own personal and professional development.
- Comply with the requirements of health and safety, other relevant legislation and all school policies.
- Be the first point of contact to other staff First Aiders;
- Late working hours to cover after school clubs.

Stock control

- Ensure that all First Aid boxes are checked on the first Monday of each month;
- To stock up the First Aid boxes with at least a minimum stock of first aid items as recommended by HSE;
- Examine the contents of the first-aid box in the First Aid room and other locations weekly and on an as they are used basis and re-stocked as soon as possible after use. Items are discarded
- safely after the expiry date has passed;
- All swabs used on open wounds will be disposed of correctly in the clinical waste bin;
- Ensures that all first-aid and incontinence waste is disposed of in the bins provided and located in the First Aid office;
- In liaison with Office Manager, order / replenishing first aid materials / consumables; In charge of first aid equipment located within the school and medical room.

Training

- Booking refresher courses for all first aiders and ensuring that their certificates are all up to date;
- Providing internal induction / coaching to new First aiders.

Medication

- Giving medication to pupils on parents' permission and to obtain one if not available but required.

Travelling first-aid kits

- Liaise with the party leader undertaking any off-site activities to carry out risk assessment on what level of first-aid provision is needed;
- Ensure compliance to best practice to have a trained First-Aider to accompany the party where it is not possible to have one at the venue itself;
- Ensure that First Aid box is provided for any activity involving the use of a minibus.

JOB DESCRIPTION



Hygiene/Infection Control

- Ensure that All School First Aiders are reminded to take precautions to avoid infection and must follow basic hygiene procedures;
- Enable staff to have access to single-use disposable gloves and hand washing facilities, and should take care when dealing with blood or other body fluids and disposing of dressings or equipment.

Reporting incident

- Ensure that all incidents requiring first Aid are properly reported and documented and the Next of Kin is notified as appropriate;
- Liaise with relevant school officers to ensure that parents / carers are informed if their child is being taken to hospital for treatment;
- Where a child is not taken to hospital by their parent / carer, ensure that a member of staff is assigned to stay with the child until a parent / carer is in attendance.

The duties / responsibilities of this post may vary from time to time according to the changing needs of the Trust services.



PERSON SPECIFICATION

CRITERIA		ESSENTIAL/ DESIRABLE
Qualifications	Good evidence of educational qualifications. At least 4 GCSEs including English and Maths or equivalent.	E
	First aid qualification or willingness to work towards.	E
	Evidence of continuing professional development.	E
	Experience of working in an administrative environment (Educational setting is desirable).	E
	NVQ in nursing or childcare.	D
Experience	Experience of the use of Microsoft Office applications (Word, Excel and Outlook) including the use of the internet to access relevant information.	E
	Experience in the use of SIMs or BROMCOM and other software packages.	E
Knowledge and Skills	Ability to work successfully as part of a team.	E
	Willingness to be flexible (especially with after school meetings).	E
	Ability to maintain confidentiality.	E
	Ability to prioritise workload and organise time effectively to meet deadlines.	E
	Ability to effectively work under pressure, in a busy environment with many interruptions.	E
	Ability to work cooperatively and supportively within the team in line with the Code of Conduct.	E
	Ability to use own initiative	E
	To understand and comply with the requirements of the Health and Safety at Work Act 1974.	E
	Demonstrates a wish to work with children and young people.	E
	The ability to form and maintain appropriate relationships and personal boundaries with children and young people.	E
	Understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety.	E
Personal Qualities	Excellent telephone manner.	E
	Excellent listening and verbal communication skills.	E
	Good interpersonal skills in order to maintain an effective working relationship with staff, visitors, outside agencies and students.	E
	Commitment to deliver a high quality of customer care.	E
	Commitment to the school's Equal Opportunity Policy and acceptance of the job holder's responsibility for its practical application.	E
	Willingness to complete an Enhanced DBS.	E

OVERVIEW

Since its creation in September 2010, Swale Academies Trust has developed into one of the South East's leading Multi-Academy Trusts.

Our purpose is to develop good and outstanding schools and ensure the rapid improvement of schools with challenges. The Trust is an organisation which is driven by the belief that all children deserve a good quality education where they are seen as individuals and above all are exceptionally well cared for.

As the Trust has grown and developed, we continue to ensure that effective school support and leadership is maintained. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.

Swale Academies Trust – Schools

Primary

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne



Secondary

- Meopham Secondary School, Meopham
- Peacehaven Community School, Eastbourne
- The Eastbourne Academy, Eastbourne
- The Holmesdale School, Snodland
- The North School, Ashford
- The Sittingbourne School, Sittingbourne
- The Turing School, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne



Central Support Services (based at Trust Head Office), Ashdown House, Sittingbourne

- Human Resource Team
- Finance Team
- ICT Team
- Building / Estate Management

The Application Process

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible.

Please note CVs will not be accepted in place of a completed application form.

Application forms can be found on the Kent-Teach website and all electronic applications should be made via this route. Alternatively, completed forms can be sent by post to the following address:

Mrs Diane Mills
Meopham School,
Wrotham Road,
Meopham,
Gravesend
DA13 0AH

The Shortlisting and Interview Process

After the closing date for this post a panel will conduct the shortlisting process. You will be selected for interview based entirely on the contents of your application form, it is therefore important that you fully read the Job Description and Person Specification prior to completing your form.

After the shortlisting process has been completed candidates who have been selected for interview will be informed, and provided with full details of the interview programme. If you have not heard from us within 10 working days of the closing date for this post, you have, on this occasion, unfortunately been unsuccessful.

All candidates who are invited to interview must bring the following original documents:

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or driving licence
- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

Conditional Offer

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past employment.

Safeguarding

Our Trust has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

Retention of information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

Privacy Notice

Please refer to the Trust's Privacy Notice for job applicants for information about how we use any personal data about them we hold.

This can be downloaded here: <https://www.swale.at/page/?title=Privacy+Notice&pid=33>



SWALE ACADEMIES TRUST
ASHDOWN HOUSE
JOHNSON ROAD
SITTINGBOURNE, KENT
ME10 1JS

COMPANY NUMBER: 7344732