



Simon Langton Girls' Grammar School

Medical Room Supervisor



March 2023

Candidate Information Pack



Welcome

Thank you for your interest in applying for a position at our school.

We were founded in 1881, with a history that can be traced back as far as 1248, and the provision Simon Langton left for the 'perfection' of support for poor priests. Jump forwards nearly 800 years to a school that is striving to create the perfect environment for students and staff to work and learn together.

Today we are an exciting, vibrant, home to over 1300 students and staff. Set on a 14-acre site on the edge of Canterbury, and having completed a major rebuilding programme in 2021, we boast a modern campus to match our expectation and aspirations. From Years 7-11 we welcome girls, with external students competing to join our thriving mixed-sex sixth form. Together we strive for academic and pastoral excellence, supporting all students and staff to be:

- *ambitious in their dreams and thinking: driven to achieve their very best; focused on academic and personal self-improvement; achieving outstanding outcomes in any field*
- *confident in themselves and their abilities: stepping outside of their 'comfort zone'; demonstrating a willingness to show their capabilities to others; approaching difficult situations with careful planning and positivity*
- *independent in their mind and actions: original thinking; giving a voice and action to personal beliefs; making a positive difference to the lives of others*
- *creative in their problem-solving and imagination: producing work that demonstrates strong artistic accomplishment; navigating difficult problems or situations through preparation and planning; inventive and/or original in achieving outcomes*

If your drive and ambition matches ours, and you aspire to be a part of something very special, I invite you to apply to join the Langton Family.

Paul Pollard
Headteacher





Safeguarding

Simon Langton Girls' Grammar School recognises our statutory responsibility to safeguard and promote the welfare of all children. Safeguarding is everybody's responsibility and all those directly connected (staff, volunteers, governors, leaders, parents, families, and learners) are an important part of the wider safeguarding system for children and have an essential role to play in making this community safe and secure.

Simon Langton Girls' Grammar School believe that the best interests of children always come first. All children (defined as those up to the age of 18) have a right to be heard and to have their wishes and feelings taken into account and all children regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection.

Simon Langton Girls' Grammar School recognises the importance of providing an ethos and environment within school that will help children to be safe and to feel safe. In our school children are respected and are encouraged to talk openly. We will ensure children's wishes and feelings are taken into account when determining what safeguarding action to take and what services to provide.

Please also be aware that all candidates invited for interview will be subject to online recruitment checks, in line with 'Keeping Children Safe in Education' recommendations.

We are seeking to appoint a medical room supervisor.

Are you a caring person who loves helping young people and looking for a position that is term time only? This may be the perfect opportunity for you.

You would be responsible for supervising the medical/pastoral room, supporting students with medical or pastoral needs, managing medical needs and providing administrative support to the pastoral managers.

You will need to be confident, calm and well organised, able to work under your own initiative and be confident in prioritising the workload and demands placed upon you. A can-do attitude is essential!

We need an excellent listener and communicator who will be required to engage with a wide range of stakeholders, including parents, guardians, and outside agencies. The post holder will always need to act with confidentiality and integrity.

If successful you will be joining our fabulous pastoral team who are fully committed to supporting all our students, helping them reach their true and full potential.

This school is committed to safeguarding and promoting the wellbeing of all children, and expects our staff, peripatetic teachers and volunteers to share this commitment. An online search check will be carried out on shortlisted candidates, this is not part of the shortlisting process itself and all candidates will be provided with the opportunity to address any issues of concern that come up during the search at interview.



Job Information



Job Specification

Job Title: Medical Room Supervisor responsible for the Managing of Medical Needs

Job Purpose: To manage the medical needs of our students and lead on first aid provision in school. To supervise the pastoral room and to triage students when the Pastoral Managers are unavailable. To provide administrative support for the pastoral team.

Salary: KCC Kent Range 5 £18,060 pro-rata (FTE £22,595)

Hours of Work: 35 hours per week, term time only/38 weeks p.a. There is flexibility around the number of working hours, providing they cover the school day.

Specific Accountabilities:

Medical

- Assist with medical incidents, including recording and contacting parents/guardians as and when necessary
- Creating, updating and organising medical plans by liaising with students and parents
- Creating, updating and organising evacuation plans by liaising with students and parents
- Ensuring first aid training, both personal and of first aid trained staff, is up-to-date, organising training as required
- Produce a first aid rota of staff (to attend incidents)
- Manage medical room room and first aid incidents – including reporting to KCC where required
- Liaising with diabetic students and supporting the management of their condition, including ensuring that individual medicines and snack boxes are kept supplied from home

- Organising training of staff on use of evacuation chairs
- Organise servicing of evacuation chairs
- Ensuring first aid boxes are fully resourced/replenished
- Supporting with school events, e.g., vaccination programmes

Pastoral Room

- Triaging students for the pastoral room
- Undertake administrative tasks for the pastoral team
- Contact parents on behalf of the pastoral team
- Assist with lost property and arrange return of lost uniform where possible
- To liaise with the Attendance Officer in monitoring student's late arrivals, arranging detentions accordingly
- Arrange detentions as directed by the pastoral team
- To track behaviour point and provide weekly behaviour reports to Pastoral Managers
- Support with pastoral events, providing administration support and helping to organise interventions

General Accountabilities for all support staff:

- To undertake other support duties such as may be agreed from time to time
- Evaluate and improve own practice and take responsibility for personal professional development, maintain and update personal IT expertise to exploit the capabilities of the administration IT network
- Be committed to safeguarding and promoting the welfare of children and young people and follow the safeguarding policy





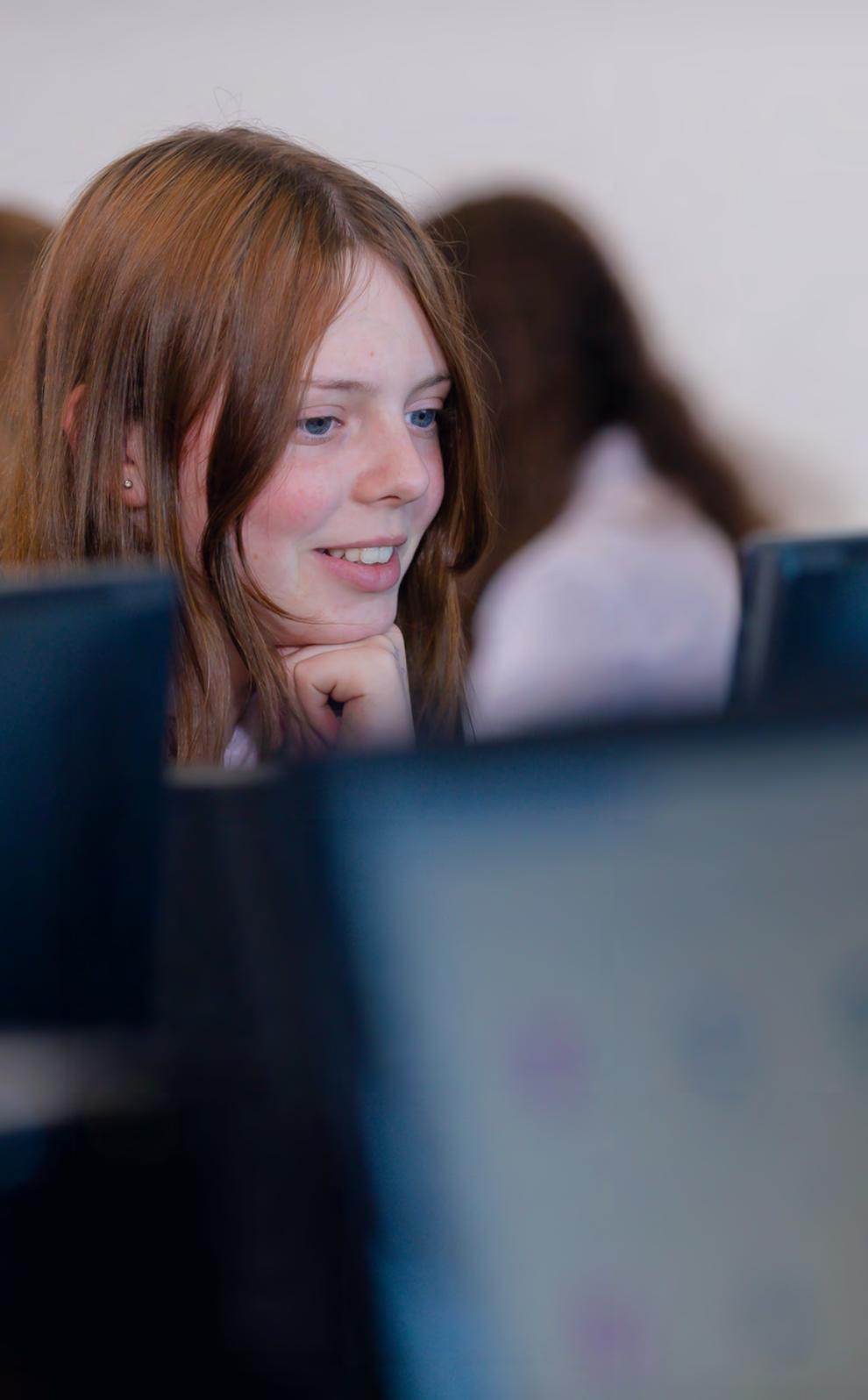
- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person
- To contribute to overall ethos, work and vision statement of the school
- To undertake broadly similar duties commensurate with the level of the post as required by the Headteacher

Essential:

- Confident when dealing with young people
- Able to deal sympathetically but firmly with students
- Well organised and able to work independently
- Very good inter-personal skills; appropriate style with both young people and adults
- Very reliable
- Flexible and able to work under pressure
- Able to take responsibility for designated tasks
- Educated to Level 2 Diploma (or equivalent)
- Ability to organise and prioritise workload to achieve deadlines
- Ability to investigate queries and anomalies when required
- Sensitive to matters of confidentiality
- Ability to receive and assess information over telephone or in person and refer to the appropriate person or source of information
- Commitment to equalities and the promotion of diversity in all aspects of working



Person Specification



Desirable:

- General experience of working in an administration support environment
- Knowledge of a range of school procedures relating to student support
- Understanding and appreciation of pastoral needs of students
- Computer literacy – ability to produce a range of accurate documents and standardised reports using Windows WP package and excel spreadsheet and database functions
- Familiar with normal office routines

The purpose of this job and person specification is to indicate the general level of responsibility of the post. It is pointed out that the detailed duties may vary from time to time without changing the general character or level of responsibility entailed. There may be the need to provide assistance or undertake such other duties as may be reasonably assigned by the Headteacher or designated deputy.

- Applications for this post must be made via Kent-Teach
- Applications must be made by midday on Tuesday 25th April 2023
- Interview date TBC
- For further details please visit the school website or e-mail Mrs Elaine Wall (H.R. Manager) ewall@langton.kent.sch.uk



Working at our school

Simon Langton Girls' Grammar School holds a deep-seated belief in education and lifelong learning. Effective collaboration, mutual support and professional challenge will underpin our ethos, to ensure that all children and adults are given every opportunity to fulfil their potential and succeed in life.

At Simon Langton Girls' Grammar School we have pledged our commitment to the DfE Wellbeing Charter, declaring our support for and to a set of commitments, to protect, promote and enhance the wellbeing and mental health of everyone.

We can offer you:

- Local Government Pension Scheme for support staff – with a generous employer contribution
- Teachers Pension Scheme for teaching staff – with a generous employer contribution
- Commitment to the School Teachers Pay terms and conditions for teaching staff (STPCD) and the KCC Blue Book terms and conditions for support staff
- Access to the Educational Support Line – offering practical and emotional support
- Access to a Cycle to Work Scheme
- Kent Rewards Scheme – local and national retailer discounts
- Additional holiday entitlement for 5 years + service (for support staff)
- Access to annual flu vaccination programme
- Ample onsite parking
- Friendly, supportive colleagues
- A supportive induction programme
- Continuous professional development and training to support the development of your skills
- To be part of a team that is passionate about delivering expertise and best practice to empower all our students



Working at our school



Equal Opportunities:

We are committed to equality of opportunity. We welcome applications from all suitable candidates, regardless of any protected characteristic for example race, gender, sexual orientation, disability or age. All applications are treated on merit. This includes applications from individuals wishing to work part-time positions.

Our recruitment process:

Applications will only be accepted from candidates completing the appropriate application form via Kent-Teach.com., or where used, other platforms. Please ensure you complete all sections of the form which are applicable to you as clearly and fully as possible.

Once the post has closed an interview panel will conduct the shortlisting process. Candidates are selected for interview based entirely on the contents of their application form; it is therefore important that you read all documentation provided alongside the advert prior to completing the form.

Once the shorting process has been completed, candidates who have been selected for interview will be informed. Once they have accepted the invitation to interview, they will be provided with full details of the interview programme. Candidates not selected for interview will be informed via email.

All candidates invited to interview will be required to complete a self-disclosure form and will be subject to an online search check. Please note the online search check will not form part of the shortlisting process and all candidates will be provided the opportunity to address any issues of concern that are identified when at interview.

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

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or photo driving licence
- Documentary proof of current name and address

- Where appropriate, documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

Offer of post will be made to the successful candidate as soon as possible, all unsuccessful candidate will be informed by email as soon as possible. All offers of employment will be conditional upon a number of formalities, including, but not restricted to:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks
- Verification of 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

