

- To fully endorse, understand and exercise your roles and responsibilities contained within the *NPS Health and Safety Policy* which is set out on the Intranet.
- Fulfil other reasonable duties as directed by the Headmaster.
- This job description is subject to review and change as necessary.

Decision Making Responsibilities:

Discretion to make decisions under general guidelines, referring to Line Manager for policy and professional decisions.

Personal Specification (Knowledge, Skills & Attributes)

Essential requirements for the role:

A current paediatric first aid qualification

A calm and caring manner

ICT literate

Ability to communicate clearly and effectively

Flexible and proactive attitude to work

High standard of personal presentation

Driving licence

Desirable requirements:

Paediatric nursing qualification

Good understanding of French

Experience working in an IAPS Boarding School

Salary and benefits

Salary: £ 16,876

Pension: The position holder is eligible to be a member of the NPS Group Pension Scheme.

Meals: The position holder is entitled to free school lunch when on duty.

Holiday: The statutory minimum holiday entitlement under the Working Time Regulations 1998 which is to be taken during school holidays. In addition, the position holder is not normally required to work during normal school holidays other than during the Language Centre, 3 days for running the uniform shop and for staff training days prior to the beginning of term. Public holidays occurring when the School is in session will be working days.

Working hours:

Normally 08.00 hrs to 17:00hrs Monday to Friday and alternate Saturdays term time only plus three weeks of summer language school. Unpaid daily lunch break of 30 minutes between 12:15hrs and 12:45hrs.

Safeguarding

Northbourne Park School is committed to safeguarding and promoting the welfare of children. Candidates will be required to complete an application form and produce original documentation of certificates and degree qualifications. An enhanced DBS clearance check will be undertaken for the successful candidate. All staff members at the School are expected to fulfil their obligations and responsibilities in safeguarding and promoting the welfare of children.

Agreed by Headmaster

Agreed by Jobholder

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Date

Date