



MEDICAL COORDINATOR/SCHOOL SECRETARY APPLICATION PACK



The Role:	Medical Coordinator/School Secretary
Start Date:	January 2018
Reporting to:	The Bursar
Salary and Terms:	Competitive

Welcome to Arnold House School

Dear Applicant

Thank you for your interest in the role of Medical Coordinator/School Secretary at Arnold House.

Arnold House was founded in 1905 in St John's Wood. It is an independent preparatory school for boys from 5 to 13, and a member of IAPS (the Independent Association of Preparatory Schools).

Arnold House aims to provide an education of breadth and excellence and to serve the boys' best interests across the ability range. We aim to do so in a supportive, purposeful and stimulating environment, to provide a foundation for the boys' development within a Christian ethos, to help them mature into well-rounded individuals by developing their enjoyment of music, the arts and sport, and to promote good citizenship through

the virtues of courtesy and industry.

The School's strengths include:

- a broad and balanced all-round education
- boys are encouraged to develop as individuals
- a strong academic tradition
- a recognition that the School has a religious life
- an underlying spirit of tolerance
- kindness and good manners exemplified in relations between boys, staff and parents
- traditional values
- a spirit of competition
- strong pastoral care
- a happy family-oriented school.

Boys move on to many of the UK's top independent senior schools,

including City of London, Eton, Harrow, Marlborough, Mill Hill, Radley, Rugby, St Paul's, Tonbridge, UCS, Westminster and Winchester.

Comments from our recent ISI report include:

'The quality of children's academic achievement is excellent... pupils are confident in their abilities and show themselves to be very capable of working cooperatively and independently.'

'The quality of leadership and management is excellent. Senior leaders provide a clear educational direction for the school. The recently revised management structure creates an effective collegiate ethos that makes good use of the leadership skills within the school... the school has a clear strategy and identified budget for the professional development of staff.'

The full report can be downloaded from: www.arnoldhouse.co.uk/isi-inspection-reports

Job Description

The purpose of the role is to provide excellent first aid care for boys where required, professional administration of medical matters, and more general administrative support for the school. Many aspects of the role will involve liaising with parents and families.

First Aid

- Implementing and maintaining arrangements for First Aid provision for the boys.
- Ensuring that all dispensed treatment given is recorded.
- Overseeing the completion of the Accidents Book and reporting of accidents (boys and adults).
- Escorting boys to hospital when required.

- Contacting parents if a boy is unwell.
- Ensuring First Aid boxes are stocked appropriately at all times.
- Managing annual First Aid Policy review, to be signed off by Deputy Headmaster, Pastoral.
- Ensuring policy is implemented.
- Coordinating and organising First Aid Training for other members of staff, ensuring that there are always sufficient numbers of staff with in-date training.

Medical Administration

- Collating all medical and dietary information for each boy.
- Giving form teachers all medical and dietary information for their group.

- Giving the catering manager dietary information when provided by parents.
- Keeping individual medicines for applicable boys in the medicine cupboard and fridge and ensuring all are clearly labelled.
- Ensuring prescriptions are in-date and we have the necessary permissions from parents to administer medicine.
- Work with parents, specialist health professionals and others to develop, implement and monitor in-school care plans for pupils with complex health needs and long-term conditions (eg asthma, diabetes, epilepsy, etc)
- Advise the school community on health issues affecting the whole

school, including outbreaks of communicable diseases and head lice.

- Liaising with external health providers, e.g. local health trust regarding health education and immunisation (including organising annual flu jab) etc.
- Prepare all medical reports and medication plans for boys taking part in school events and field trips, including regular trips to Games.
- Ensuring medicine for each relevant boy is handed to the responsible teacher prior to boys leaving the site for Games/off-site visit.
- Ensuring you stay up to date with national guidance, attend training and develop systems accordingly.

School Secretary

School Visits

(to be shared with other members of the office team)

- Sending out letters/paperwork provided by trip organiser to parents prior to a visit.
- Ensuring all relevant documentation is handed in prior to a visit (ie consent forms, passports, EHIC etc).
- Ensuring the lead teacher is provided with all relevant information and contact numbers prior to a visit leaving the site.
- Preparing trip/event planning forms in conjunction with trip organiser to ensure that all arrangements are made in good time.

Administration

- Health and Safety Committee Member (Medical).
- Collating, editing and sending In House (weekly newsletter).
- Sending Clarion Calls to parents as required.
- Attending weekly admin planning meeting.

- Managing the office email inbox, and correspondence.
- At the beginning of each school year ensuring that telephone lists, room names and email distribution groups are correct.

Reception/security

(with other members of the office team)

- Answering phones.
- Attending to visitors at the hatch, and checking ID
- Operating the electronic control for the front gate.
- Keeping an eye on CCTV for external areas of the school.
- Undertake any additional duties as required by the Bursar and/or Headmaster.



Terms and Conditions

- Hours of work 8am-5pm Monday to Friday
- Permanent role
- Competitive salary
- The School closes for periods in the longer Christmas, Easter and Summer holidays and also during the three half-term weeks. Holidays taken at these times by arrangement will not amount to less than nine weeks in an academic year (1st September to 31st August). Staff may not take holiday during term time.
- Contribution to Pension Scheme
- Free school lunches during term time

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> First Aid qualification 	<ul style="list-style-type: none"> Recent child protection training
Experience	<ul style="list-style-type: none"> Experience of having worked in a school administrative environment 	<ul style="list-style-type: none"> Experience working with children
Skills and Knowledge	<ul style="list-style-type: none"> Ability to communicate with and relate to adults and young children Excellent time management Excellent IT literacy, including Word, Excel and school database, such as PASS Excellent organisation Knowledge and understanding of current First Aid procedures Understanding of principles of accident prevention 	<ul style="list-style-type: none"> Willingness to 'go the extra mile' Willingness to embrace new ideas
Personal competencies and qualities	<ul style="list-style-type: none"> Ability to respond effectively to a medical emergency Attention to detail Ability to work well as part of a team Flexibility and ability to adapt to changing situations A genuine interest in the health and welfare of children Motivation to work with children and young people Ability to form and maintain appropriate relationships and personal boundaries with children, families and colleagues Emotional resilience Trustworthiness Patience 	

How to Apply

Application Closing Date: 9am Tuesday 28th November 2017

Start date: January 2018

Please read our Recruitment, Selection and Disclosure Policy & Procedure, download and complete an application form, and send a handwritten letter to Recruitment, Arnold House School, 1 Loudoun Road, London NW8 0LH explaining why you feel you are suitable for the role.

In the case of any queries, please contact Frances Peel Yates, HR Administrator on 020 7266 4840.

Arnold House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

Arnold House School 1 Loudoun Road St.John's Wood, London NW8 0LH

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