



**KENT COLLEGE**  
CANTERBURY

# MEDICAL CENTRE CHAPERONE



[WWW.KENTCOLLEGE.CO.UK](http://WWW.KENTCOLLEGE.CO.UK)

## KEY APPOINTMENT DETAILS

<b>Job title:</b>	Medical Centre Chaperone
<b>Reporting to:</b>	Nursing Manager
<b>Employment status:</b>	Casual / Permanent
<b>Job location:</b>	Kent College Senior School
<b>Start date:</b>	As soon as possible

If a pool of suitable candidates becomes available before the closing date, Kent College reserves the right to interview and appoint without further notice



## THE SCHOOL

Kent College is a co-educational school with a Methodist foundation. The school is located in Canterbury, just one hour from the centre of London by train. Our Senior School (11 - 18 years) has some 600 pupils, with approximately one-third boarding and two-thirds day. We also have a thriving Junior School (3 - 11 years) with around 200 pupils in total.

Our school enjoys a high reputation for academic standards across a broad curriculum including Sport, Music, Drama and Art. Academic provision includes A-Level as well as the IB Diploma for Sixth Form, and GCSE, IGCSE and pre-IB for Key Stage 4. Results place Kent College among the best UK schools.

Kent College is a happy, caring and successful school in which pupils feel supported and encouraged to aim for high standards of achievement and conduct. The school was inspected by the Independent Schools Inspectorate in October 2022 and was found to be Excellent in all aspects.

In August 2016 Kent College opened a school in Dubai, and in September 2022 the primary stages of Kent College West Cairo accepted its first students. Summer 2019 brought the opening of a state-of-the-art auditorium, The Great Hall, which seats 600. The Hall is used by the whole school for worship, and as a versatile and practical space for our highly regarded Drama and Music departments, as well as being available for use by the local community.



## THE ROLE

We are looking for a Medical Centre Chaperone to assist the Medical and Boarding House Teams with accompanying pupils to off site appointments, whether routine or emergency.

The Chaperone will have good communication skills, the confidence to advocate for the pupils and act as the responsible person in charge of decision making, and must be able to drive with use of their own vehicle.

The successful candidate will have a valid First Aid certificate, or a willingness to undertake the training.

Where possible, the Chaperone will be informed in advance of appointments, but must be prepared to be called in at short notice.

## JOB DESCRIPTION

### **Main Duties and Responsibilities:**

- Drive pupils to off site medical appointments, including doctors, dentist, opticians, or A&E if required.
- Be the responsible person in charge of decision making at appointments.
- Advocate for the pupils at appointments.
- Make accurate notes of appointment outcomes.

## PERSON SPECIFICATION

### **The Successful Candidate will:**

- Flexibility with the ability to come into school at short notice.
- Hold a clean driving license and have use of own vehicle.
- Hold a valid First Aid certificate, or be prepared to undertake the training.
- Have great communication skills, both written and verbal.
- Understand the importance of confidentiality.
- Have a strong understanding of safeguarding and a willingness to attend training on this.

# SAFEGUARDING DUTIES & RESPONSIBILITIES

The successful candidate will need to satisfy the conditions appertaining to a satisfactory DBS check before taking up their appointment. They will be required to complete a medical questionnaire and produce evidence of all qualifications cited on the application form.

Kent College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful applicant will be expected to uphold this duty with regard to all children and young persons for whom they are responsible and with whom they come into contact. All members of staff are expected to abide by the safeguarding policies in place and undertake relevant training.

This role is a support role involving regular contact with, and responsibility for, children.

References will be taken prior to the interview, and one of these referees should usually be the applicants current or most recent employer.

Keeping Children Safe in Education asks schools to carry out online searches on shortlisted candidates as part of the process of assessing suitability.

Applications must be made via Kent College's online application system. CVs or details sent directly to us cannot be considered.

## EQUAL OPPORTUNITIES

Kent College staff and pupils are proud to be part of a welcoming international boarding community. We value diversity and promote equality at all levels, and are passionate about attracting a diverse pool of applications through an inclusive appointment process. Reasonable adjustments will be made at each stage of this process for any candidate with a disability. We warmly welcome applications from professionals of all backgrounds and ethnicities, and particularly encourage applicants who identify as black, asian or minority ethnic groups as these groups are currently underrepresented in our community.



# THE PACKAGE

**Hours:** Casual, as and when required

**Salary:** £12.60 per hour

## Benefits:

We offer a range of great benefits at Kent College, including:

- Workplace Pension Scheme / Contributory Pension Scheme (TPT)
- Generous training and mentoring package
- Private healthcare via Benenden Health
- Free lunches in term-time plus hot drinks and snacks\*
- Tuition fee remission\*
- Free car parking
- Employee Assistance Programme
- A variety of discounts and benefit schemes including Cycle to Work, Home & Tech and Octopus Electric Vehicles

*\*Conditions apply*

