



St Faith's  
C A M B R I D G E

# Health Care Assistant

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Dear Applicant,

Thank you very much for your interest in the role of Health Care Assistant here at St Faith's School. St Faith's is a co-educational independent day school for girls and boys aged 4 to 13 located in the world-renowned university city of Cambridge. The size and ethos of our school enables us to discover and promote children's talents across a wide-ranging curriculum as well as through extra-curricular activities.

We pride ourselves on our distinctively future-focused curriculum, delivered by highly skilled teaching staff and utilising outstanding facilities. We promote and value each pupil as an individual within our school community and we enable them to develop their academic and social skills to become well-rounded, independent learners, ready and equipped for the next stage of their educational journey.

At St Faith's we promote and enjoy a strong sense of community based on: everyone sharing a clear understanding of the school's values, and this contributes to creating our friendly and supportive community for pupils, parents and staff.

Further information can be found on our website at [St Faith's School \(stfaiths.co.uk\)](http://stfaiths.co.uk)

We would welcome the opportunity to discuss the position with you in more detail. Should you wish to arrange this please contact Cheryl Munden, HR Advisor via email at [hr@stfaith.co.uk](mailto:hr@stfaith.co.uk).

With all best wishes,

Yours sincerely,

*C. Hyde ~ Dunn*

Dr Crispin Hyde-Dunn  
Headmaster



## The School

St Faith's is a co-educational independent day school for girls and boys aged 4-13 years and is a member of IAPS<sup>1</sup>. Located in the heart of the beautiful and stimulating city of Cambridge, our distinguished heritage dating back to 1884, gives St Faith's deep roots upon which we thrive. Curriculum innovation and a focus on the future – recently manifested in Engineering, Computing and Sustainability lies at the heart of our school. St Faith's pupils are renowned for being confident, socially aware and having excellent manners. These attributes, combined with creative intellectual curiosity, notable academic achievement and highly developed emotional intelligence, provide an excellent educational foundation at a crucially important formative age.

Children thrive in our school – they feel both cared for and challenged. We attract exceptional teachers who are encouraged to be innovative and ambitious in developing each child's talents. Small class sizes, outstanding facilities and a flexible teaching approach to meet the needs of the individual enables each pupil to be happy and to fulfil their potential.



<sup>1</sup> [The Independent Association of Prep Schools](#)

## The Role

We seek to appoint a full time Health Care Assistant to support our friendly school nurses in our health centre.

The person appointed will be enthusiastic, self-motivated and have the ability to work both as part of a team and to use their own initiative when appropriate.

## Why Join Us

We are an innovative school with an excellent reputation both locally in Cambridge and nationally. Our alumni provide proof of our success across the education spectrum from prominent and highly successful sports men and women, eminent musicians, scientists, journalists and prominent academics. And our team of staff, both teaching and support are fundamental to our success. There is a diversity of expertise in our staff that is unique to St Faith's that allows us to continue to excel in the Prep School education sector. Our work unlocks the potential of our pupils to be their best selves in a happy and supportive environment.

## Our Mission

St Faith's seeks to be a happy, inclusive and supportive community which welcomes families from all religious and cultural backgrounds. Underpinned by Christian values, we nurture every child as infinitely valuable and uniquely gifted members of the St Faith's family. We aim to cultivate strength of character, distinguished inter-personal qualities, distinctive leadership ability and a keen sense of social responsibility. Our innovative curriculum and future-focused education builds on a strong academic heritage and promotes excellence in all areas.

## Our Support Staff Vision

To ensure a proactive, professional and efficient support service to the school community. Essential to this is effective strategy and planning, clarity of purpose, strong collaboration between departments and adaptability to reflect the threats and challenges from a changing political, educational, social and economic environment. A fundamental component of our success will be a strong focus on people, on high performance, progressive training and career development, on wellbeing, on effective leadership and application of sound management. People based thinking will therefore be a key element of our approach, to ensure high performing teams with a strong identity and ethos.

| General Information   |  |
|-----------------------|--|
| <b>Job Title:</b>     | Health Care Assistant  |
| <b>Location:</b>      | St Faith's School  |
| <b>Job Purpose:</b>   | To provide care of our pupils under the direction of the school nurse's.<br><br>At all times to uphold the good name of St Faith's and maintain confidentiality. |
| <b>Working Hours:</b> | Full time / Term time  |

| Role Profile         |   |
|----------------------|---|
| Key Tasks            | <ul style="list-style-type: none"> <li>To adhere at all times to the of care for each child, and to school policies.</li> <li>Provide help with dietary needs, medication administration, mobility and personal care.</li> <li>Perform basic medical checks, such as monitoring a student's blood sugar levels and temperature</li> <li>Ensure that all equipment is in good working order at the beginning of each day and left clean and ready to use at the end of each day.</li> <li>Foster the pupil's personal, social, emotional and academic development; participate in all relevant meetings; whole school, departmental or others</li> </ul> |
| Communication        | <ul style="list-style-type: none"> <li>Ensure the safety of the child by monitoring and reporting all concerns and any changes to line manager, health professional or parent / guardian as appropriate.</li> <li>Know when to refer information to line manager in line with school policies.</li> <li>Maintain accurate records where required.</li> <li>Listen to concerns; recognise and take account of signs of change in attitudes and behaviour.</li> <li>To be aware of and adhere to the school code of conduct and confidentiality</li> </ul>  |
| Safeguarding         | <ul style="list-style-type: none"> <li>Promote and sustain a suitable environment in which pupils feel safe and comfortable.</li> <li>Work within the framework of school policies.</li> <li>Undergo appropriate training.</li> <li>Maintain personal and professional boundaries at all times.</li> <li>Understand your own role and its limitations and the importance of not providing care where you have not been trained or passed as competent to do so.</li> </ul>  |
| Child Development    | <ul style="list-style-type: none"> <li>Take part in appropriate trips to support the pupils.</li> <li>Provide, with appropriate guidance and supervision limits, educational, health, emotional and physical support to pupils.</li> <li>Know how to interact with children in ways that support the development of their ability to think and learn.</li> </ul>  |
| Multi-agency working | <ul style="list-style-type: none"> <li>Know the value and expertise you bring to a team and that brought by your colleagues.</li> <li>Work in a team context – forging and sustaining relationships across agencies and respecting the contribution of others working with children and their families.</li> </ul>  |
| Sharing information  | <ul style="list-style-type: none"> <li>Provide feedback, as requested, to the class teacher or other appropriate person.</li> <li>Be aware of and comply with policies and procedures relating to child protection, confidentiality, health, safety and security.</li> <li>Understand the importance of sharing information, how it can help and the dangers of not doing so.</li> </ul>  |

|                      |   |
|----------------------|---|
|                      | <ul style="list-style-type: none"> <li>• Attend staff meetings, training days as appropriate.</li> </ul>  |
| Administration/Other | <ul style="list-style-type: none"> <li>• Prepare and keep clean materials.</li> <li>• Undertake administration duties.</li> <li>• Participate in training and other learning activities and performance development as required.</li> </ul> |
| Health & Safety      | <ul style="list-style-type: none"> <li>• Be aware of and implement your health and safety responsibilities as an employee as defined in the Health and Safety policy.</li> </ul>  |

The School reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the School's business. In exceptional circumstances, the Post holder will be required to undertake other duties and responsibilities of a similar post in order to support workload peaks, skill shortages, to ensure priorities are met. This will be sensitive to available resources and individual skills and will be generally in the same area.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As an organisation using the Disclosure and Barring Service (DBS) to assess applicant's ability for positions of trust, St Faith's School complies fully with the DBS code of practice and undertakes to treat all applicants for positions fairly. It does not discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

The School is an equal opportunities employer and is fully committed to a policy of treating all its employees and job applicants equally and does not discriminate on the grounds of race, sex or marital status.

All employees are required to ensure that all duties and responsibilities are discharged in accordance with the School's Health and Safety Policy. They should take reasonable care for their own Health and Safety and that of others who may be affected by what they do or do not do. Staff should correctly use work items provided by the School, including personal protective equipment in accordance with training and instruction.

|   | Desirable | Essential | Method of Assessment<br>I/A/T |
|---|-----------|-----------|-------------------------------|
| <b>Qualifications and Experience</b>  |           |           |                               |
| GCSE level or above in English & Maths  |           | √         | A/I/T                         |
| Healthcare / medical qualifications   | √         |           | A/I/T                         |
| First Aid qualification   |           | √         | A/I/T                         |
| <b>Experience</b>   |           |           |                               |
| Experience appropriate to working with children in an educational setting   | √         |           | A/I/T                         |
| Experience of assisting with health and medical routines of pupils  |           | √         | A/I/T                         |
| Demonstrate excellent organisational skills   |           | √         | A/I/T                         |
| Care and concern for children's well-being  |           | √         | A/I/T                         |
| <b>Skills &amp; Knowledge</b>   |           |           |                               |
| Good written and verbal communication skills with a range of staff, children and their families   |           | √         | A/I                           |
| Sound literacy and numeracy skills  |           | √         | A/I                           |
| Good IT skills  |           | √         | A/I                           |
| <b>Personal Attributes</b>  |           |           |                               |
| Commitment to supporting the values of the School   |           | √         | A/I/T                         |
| Ability to work and communicate effectively with colleagues, parents and children   |           | √         | A/I/T                         |
| Openness and responsiveness to new ideas  |           | √         | A/I/T                         |
| Demonstrates initiative and the ability to anticipate and solve problems  |           | √         | A/I                           |
| Demonstrates commitment, reliability and integrity  |           | √         | A/I                           |
| Ability to remain calm, resilient, patient and reflective under pressure  |           | √         | A/I/T                         |
| Being sympathetic, patient and sensitive to the needs of individual students  |           | √         | A/I                           |
| Being discrete, professional, respectful and friendly   |           | √         | A/I                           |
| Being efficient and dependable, while maintaining flexibility to adapt to rapid change, while remaining calm in unexpected or changing situations |           | √         | A/I                           |
| Ability to work successfully as part of a team  |           | √         | A/I                           |
| <b>Other Skills</b>   |           |           |                               |
| To be committed to the school's policies and ethos  |           | √         | A/I                           |
| To be committed to continuing professional development  |           | √         | A/I                           |
| Motivation to work with children  |           | √         | A/I                           |
| Ability to form and maintain appropriate relationships and personal boundaries with children and young people                                     |           | √         | A/I                           |

\***Method of Assessment (I-Interview, A-Application, T-Task)** please note that applications will be assessed against the Person Specification using this criteria

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## Summary of Benefits

The following benefits are provided to St Faith's for support staff employees:

A competitive salary.

A contributory Pension Scheme through [Standard Life](#).

Employees will be required to pay 5% of salary.  
St Faith's will make a contribution of 10% of salary.

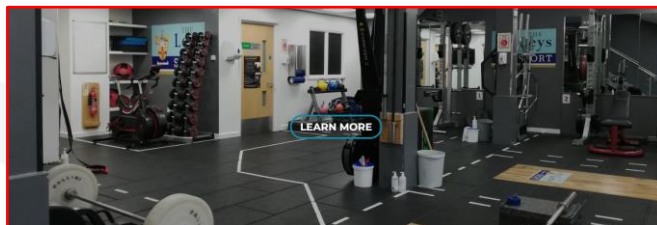
[Lunch](#) provided gratis in term time.



Membership of [Medicash Health Care Cash Plan](#) with [Perks at Work](#).

A range of medical related benefits.

Free membership of [The Leys](#) sports facilities.



Support for professional development.

All support staff employees will be supported to develop a Personal Development Plan to encourage and ensure professional and career development.

A Death in Service benefit.

Two times your annual salary for your nominated next of kin.

Free parking.

Free parking provided within 5 minutes' walk of the school site.

## So, What's Next? How to Apply

Are you already imagining yourself joining our team? Good, because we would love to hear from you! Click [this link](#) to apply through TES<sup>2</sup> and we'll be in touch as soon as we can.

Please note the following dates:

- Closing date: Wednesday 26<sup>th</sup> June 2024 @ 0900
- Interview date: Thursday 4<sup>th</sup> July 2024

The application process will include interviews and a tour of the school.

## Where Can I Find Out More?

Further information about working at St Faith's is available on the school website (please click on Menu, Further Information, then [Working at St Faith's - St Faith's School \(stfaiths.co.uk\)](http://stfaiths.co.uk)).

Please also see our Social Media profiles:

[Twitter](#)



[Facebook](#)



[LinkedIn](#)



[YouTube](#)



Our school is committed to safeguarding and promoting the welfare of children and young people and the expects all staff and volunteers to share this commitment. Before appointment to any role in the school, checks including an enhanced DBS check and workplace references will be undertaken in accordance with current statutory guidance. Evidence of eligibility to work in the UK required as applicable.

The Foundation is committed to fostering an inclusive culture that promotes values and diversity and celebrates the diverse voice of our community.

<sup>2</sup> Times Education Supplement (TES) recruitment.