

Woodhouse Eaves, Loughborough, Leicestershire, LE12 8QY

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Head Teacher: Mr J Brooks B Ed (Hons) NPQH



Where we aspire, nurture, personalise,
engage and promote success

September 2019

Dear Applicant

Medical Needs Coordinator

Thank you for your interest in this new role of Medical Needs Co-ordinator at Maplewell Hall School. We are recruiting for a permanent member of staff to lead the schools management of medication and first aid across the whole school.

Maplewell Hall is a special school for students with moderate learning difficulties and Autism aged 11 – 19 years. At present there are 235 students on roll across the whole school. (195 students in the Main School aged, 11-19 and 40 students with our MAP provision aged 11-16). The school is situated in extensive grounds in Charnwood Forest just outside Woodhouse Eaves and is six miles from Loughborough.

Working with our students at Maplewell is both challenging and rewarding. Our team of staff work together to develop students' confidence, academic and practical life skills, preparing them for life after school.

This permanent post is paid on Local Scale Grade 9 points 19-22, £24,801 - £26,925 pro rata. The hours of work are 37 hours per week, 43 weeks per year. Some home visits may be necessary.

Maplewell Hall has a commitment to safeguard and promote the welfare of children and young people. We have robust processes and procedures to reduce risk and continuously promote a positive culture of safeguarding amongst our workforce.

The post you are applying for involves working with children and young people and you will be subject to Maplewell Hall's safer recruitment process.

This post is exempt from the Rehabilitation of Offenders Act 1974 and subject to an enhanced DBS Disclosure check.

The Rehabilitation of Offenders Act 1974 aims to ensure that offenders who have not re-offended for a period of time since their conviction are not unfairly discriminated against when applying for jobs. The post you are applying for is exempt from this Act due to the nature of the work to be undertaken. This means you are NOT entitled to withhold information about convictions, cautions, reprimands and final warnings, which for other purposes would be regarded as spent.



The closing date for completed application forms is **9am on Friday 27th September** and interviews will be held **on Friday 4th October 2019**. If you have not heard from us by 21st October you can assume that, in this instance, you have not been successful.

We wish you every success in the future and if you require any further information or would like to visit the school, please contact us.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Brooks', with a long horizontal flourish extending to the right.

Mr J Brooks
Head Teacher