

Presdales School



Candidate Information Pack

Principal First Aider and Administrator

(32 hours per week, term time plus 2 weeks)

Presdales School – Principal First Aider and Administrator



Start date: October 2021

32 hours per week, term time plus 2 weeks, £19,698 - £20,903 (pro rata)

Thank you for your interest in joining our team of outstanding staff. Please find enclosed in this pack general information about the school and specific information about the post.

Presdales is an 11-18 non-selective girls' school, with boys welcomed in to the Sixth Form. We have a long tradition of providing an outstanding education for our students. Formerly Ware Grammar School for Girls, which opened in 1906, we became Presdales School in the mid-1960s, and a fully comprehensive school in the early 1970s. The mansion house, which fronts the school, and our stunning grounds provide a calm and relaxed atmosphere for our school community. Presdales School is one of nine designated Lead Language Hub schools in England. We work with the National Centre for Excellence at York University, and with other Hertfordshire schools to enhance and improve opportunities for students in Modern Foreign Languages.

We are very proud of the high academic standards that our students achieve, regardless of their starting point. Our motto, 'Achievement for all', runs through all that we do. We understand that every student is an individual, with different interests, strengths and characteristics, and we celebrate the diversity that each one of them brings to our community. We believe that all students, with the appropriate balance of support and challenge, can be successful.

We aim to develop their creativity and independence inside and outside of classroom lessons. There is an extensive range of extra-curricular clubs and activities, including numerous trips throughout the school year, which provide students with the opportunity to develop their leadership skills, to be part of a team and to develop a 'can-do' attitude.

Our vision and values are instilled in our students throughout their time with us, whether this be through our House system, the excellent pastoral care they will receive or the culture of achievement for all that we foster in our community. We want our students to be happy and confident young women who are ready to make a meaningful contribution to our global society.

In these strange and challenging times, working as an effective team is of paramount importance. Over the past year, staff have developed new ways of teaching and delivering lessons. We are accelerating a BYOD system in school, and hope to have this fully in place by the end of this academic year.

We are committed to developing our staff from within. We are keen that all staff continue to develop their skills and knowledge, and have the opportunity to progress their careers.

We are looking to appoint a confident, caring and organised person to join our team in the role of School First Aider and Administrator. This role will require applicants to assess the medical and welfare needs of students and administer front-line first aid. The successful candidate will ensure that pupils with ongoing medical needs are supported in school in line with their Individual Health Care Plans, administer approved medication to students and maintain records and reports, including those for statutory requirements. The post holder will be responsible for maintaining the appointment schedules of the school-based counsellor. The position also includes other administrative duties in support of the wider school, making this role both varied and interesting.

Over the past year we have been working with staff to ensure that all staff have an appropriate work/life balance. Initiatives include: Free Yoga after school on Friday, free flu jabs, allowing personal deliveries to school and an extra occasional day off per year for all staff. We believe that staff work more effectively when they have a manageable workload.

I do understand and appreciate the time and effort it can take to complete an application for a job such as this; thank you for considering Presdales School.

Matt Warren
Headteacher

Presdales School



Principal First Aider and Administrator

Start date: October 2021
32 hours per week, term time plus 2 weeks
Salary, £19,698 - £20,903 (pro rata)

We are looking to appoint a confident, caring and organised person to join our team in the role of School First Aider and Administrator. First Aid training will be provided for those who do not currently hold a qualification.

Presdales is an outstanding all-girls 11-18 school, with boys in the sixth form. We are a school which values all students, irrespective of their age and ability and helps them to exceed expectations through high quality teaching and learning and the opportunity to take part in a wide variety of activities which will enrich their educational and personal development beyond the classroom.

We provide a caring environment where all students are supported, as well as challenged, to ensure that there is no limit to their potential. We prepare our students for a world that is constantly changing by encouraging them to be independent learners who are determined, confident and who never give up. Alongside academic excellence there is a strong focus on enjoyment, excellent behaviour and respect for all.

The school is committed to safeguarding and promoting the welfare of young people and expect staff to share this commitment. Applicants must be willing to undergo an Enhanced DBS disclosure and approved references will be required for the post

Closing date for applications: **23rd September 2021, 9.00am**
(We reserve the right to close applications before this date, so early applications are advisable)

We expect to interview: **28th September 2021**

Please submit:

1. A letter of application outlining how you meet the person specification
2. A completed application form (available on the school website)

You can post your application to the school, or send by email to recruitment@presdales.herts.sch.uk

Please note that CVs will not be accepted



Person Specification – Principal First Aider and Administrator



We are looking for a candidate who is able to demonstrate the following essential or *desirable* requirements

Skills
<ul style="list-style-type: none">• Ability to communicate effectively, both verbally and in writing, with colleagues, school based staff, governors and external bodies
<ul style="list-style-type: none">• Ability to maintain detailed and accurate records
<ul style="list-style-type: none">• Confident in using Microsoft Office software
<ul style="list-style-type: none">• Excellent administrative skills
<ul style="list-style-type: none">• Excellent interpersonal skills including the ability to relate well to people on all levels with sensitivity, tact and diplomacy
<ul style="list-style-type: none">• <i>Defibrillator training</i>
<ul style="list-style-type: none">• <i>Knowledge of local health professionals and the services they offer</i>
Education and Training
<ul style="list-style-type: none">• Good general education to GCSE or A level or equivalent experience
<ul style="list-style-type: none">• <i>Current First Aid qualification</i>
<ul style="list-style-type: none">• <i>Attainment of any other health-related qualifications</i>
Experience
<ul style="list-style-type: none">• <i>Experience of basic First Aid</i>
<ul style="list-style-type: none">• <i>Experience of working in a school environment</i>
Attitudes/Approach
<ul style="list-style-type: none">• Confident, self-motivated and reliable
<ul style="list-style-type: none">• Ability to remain calm in stressful situations
<ul style="list-style-type: none">• Ability to establish a rapport with young people and their families

Job Description – Principal First Aider and Administrator



Role	Principal First Aider and Administrator
Reporting to	Deputy Head - Pastoral
Salary	£19,698 - £20,903 (pro rata)
Hours	32 hours per week, term time plus 2 weeks

Main Duties & Responsibilities:

Medical

- To assess First Aid problems presented by students and staff, taking appropriate action in the event of an emergency and communicating with staff and parents as necessary.
- To be responsible for administering prescribed medication, which is necessary to be taken by students during the school day, ensuring that parental consent is obtained and recorded.
- To be responsible for the safe-keeping of prescribed medication in a locked cupboard.
- To attend to minor medical needs of students, such as administering plasters, bandages etc as required, and look after students who feel ill. To inform the Deputy Head (Pastoral) in the event of more serious medical concerns and make the necessary arrangements for parents to be contacted.
- To advise on general health matters as presented by students, and communicate with parents as appropriate.
- To accompany students, where the need arises, to hospital and remain with them until parents arrive.
- To network with internal and external health agencies on a regular basis. To liaise with a range of health agencies with a view to seeking advice and support on behalf of students with specific health issues, under the direction of the Deputy Head (Pastoral).
- To co-ordinate, administer and maintain Individual Health Care Plans for pupils with specific medical needs in conjunction with parents and any other relevant healthcare professionals.
- To assist with the delivery of the First Aid content of the School's CPD programme as and when requested.
- To arrange vaccination sessions held by the Local Authority for the relevant age groups of students, undertaking the necessary communications and ensuring appropriate records are completed and retained.
- To enter all student medical information into SIMS, maintain accurate records in accordance with new and changing medical needs, and inform staff of relevant information, including for all school trips.
- To liaise with Heads of Year regarding confidential medical matters.
- To complete accident reports for students, including details of injuries, and pass to the Premises Manager.
- To carry out monthly stock audits of all First Aid boxes and First Aid kits throughout the school (including those used for trips) and ensure they are replenished. Ensure all emergency First Aid medical equipment is in good working order.
- To be responsible for maintaining stocks and ordering medical supplies and equipment in order to ensure adequate emergency medical resources exist within the school.
- To keep an accurate list of all staff accredited with First Aid at Work, together with dates of expiry, and arrange training to ensure that an appropriate number of staff for all areas of school are trained in these skills.
- To take responsibility for the medical room and ensure it is kept clean and tidy.
- To arrange annual flu vaccinations for those staff who wish to participate.
- To maintain confidentiality of information acquired while undertaking duties for the School.

Pastoral:

- To maintain the appointment diaries of the School based Counsellor, communicate new appointments to students and ensure that they attend.
- To inform the Head of Year or SLT member on duty of students presenting with anxiety.

Other

- To deal with any lost property.
- To issue lockers and keys to students.
- To be responsible for own continuing self-development, undertaking training in both medical and pastoral areas and participating in annual appraisals.
- To undertake any other administrative duties appropriate to the grading of the post as required for example, reprographics work, typing, filing, covering reception.

As a term of your employment, you may be required to undertake such duties as may reasonably be required of you, commensurate with your grade, as requested by your line manager.