

Queen Margaret's

Established in 1901, QM is an independent boarding and day school for girls aged 11-18. You will find us in glorious parkland about six miles south of York. But we are much more than our surroundings, we are more than a school:

We're a home from home.
A family of learning and belonging.
In a truly inspirational setting.

We are somewhere each and every girl can thrive.
Where they'll be happy and healthy.
Grow their knowledge, skills and confidence.
And make friends for life.

Somewhere that's the bedrock for success.
Opens up opportunities and possibilities.
Inspires them to forge their own future.
And gets them ready for life, whatever their calling

We nurture girls to fulfil their ambitions.
To realise their potential.
To become the best women they can be.
And give them an amazing start in life.

Girls do so much better in single-sex education and here we see our pupils engaging enthusiastically in a range of activities – academic, sport, extra-curricular and social. No airs and graces, no frills or makeup, just girls getting stuck in, and having fun while they do it. They achieve academically (outstandingly so), they come from a variety of backgrounds and, with an increasing emphasis on the support available we are proud that we are continuing to make a QM education possible for an increasingly diverse range of girls. Our girls have homes in York, Ripon, Thirsk, Newcastle upon Tyne, Inverness, Hong Kong, Madrid, Frankfurt and Bangkok and many board, not because they have to, but because they want to.

The girls are the focus of life at QM and are at the heart of everything we do. It's this focus and an individualistic approach that allows our girls to carve their own path, and flourish as formidable, independent women. To be part of our team you will want the girls to be at the heart of everything you do during your time here.

Working at Queen Margaret's

We are an equal opportunities employer and actively seek applications from candidates of all genders and all backgrounds. We employ around 170 staff of whom over 90 are teachers. The majority of staff live within 30-45 minutes of the school including York, Hull, Leeds and Harrogate. Staff involved in boarding live on site although the School is unable to provide accommodation more generally for staff. We operate our own salary scale and all staff contribute to a pension scheme. Full time staff receive a discount on day fees. During term time (in normal times) meals are provided when you are on duty.

Working in a boarding school is an experience like no other. The sense of community is very strong and the opportunity to get to know both girls and staff is more apparent than would be the case in a day school. Our term dates are shorter than schools in the state sector though we adhere wherever possible to the half term dates of the local authorities in order to support our staff with children of school age.

Health Care Assistant/Nursing Associate

We are looking for an experienced Health Care Assistant/Nursing Associate on a full-time basis to form part of a team, led by the Senior Sister, who work on a rotating roster so as to provide a clinically effective, high quality service of nursing care to pupils and, with others, to provide first aid care to all members of the School community. The Health Care Assistant will operate from the School's dedicated Health and Wellbeing Centre which is at the heart of the School. The post-holder will be someone who enjoys working with children, is approachable, flexible, reliable and unflappable. They will be willing to learn and undertake further training.

Main Responsibilities

- Be willing to undertake Mental Health First Aid Training
- To be the first point of contact for those attending the Health and Wellbeing Centre (HWBC) and to provide care to sick, injured and distressed pupils, with onward referral to other members of the surgery team as appropriate.
- To administer OTC, prescription and controlled drug medications under the supervision of the School Nurse.
- To check all first aid boxes on site, ensuring that documentation is up-to-date, and consumables are in date.
- To distribute first-aider lists and hospitalisation procedures at sites around the School.
- To order supplies.
- To assist with preparation, updating and archiving of medical records.
- To maintain current own First Aid Qualification and mandatory training.
- To communicate as appropriate with the Senior Sister, School Nurses, Housestaff and parents.
- To be aware of, and implement, routine procedures as outlined in the School's policies.
- To adhere to individual health care plans for pupils with specific health care needs.
- To support the holistic wellbeing of all pupils actively.

- To provide first aid, providing advice, treatment and medication where necessary, and onward referral to other members of the HWBC when appropriate.
- To assist with organising and coordinating immunisations with the surgery team.
- To uphold medical confidentiality in line with the legal duty of confidentiality to pupils and maintain medical records accurately.
- To ensure that all dispensed treatment given, and supplies used are recorded.
- to maintain and improve professional knowledge and competence, keep up-to-date with relevant clinical and healthcare issues relevant to schools.
- To continuously promote the welfare of children and young people.
- To escalate safeguarding concerns appropriately and in a timely manner.
- To carry out any other duties that might reasonably be required from time to time, according to the needs of the School.

Person Specification

	ESSENTIAL	DESIRABLE
Qualifications		
HCA Level 3 or Nursing Associate level 4	✓	
Current First Aid at Work Qualification		✓
Paediatric First Aid qualified		✓
Mental Health First Aid trained		✓
Children’s Wellbeing practitioner qualification		✓
Skills and knowledge and experience		
Ability to work effectively both in collaboration with others and independently, using own initiative.	✓	
High standard of clinical work, decision making and competence.	✓	
Good basic office administration and IT skills.	✓	
Excellent interpersonal communication skills including listening skills and the ability to communicate with children, parents and other members of staff.	✓	
Excellent written communication skills.	✓	
Organised and efficient.	✓	
Sound understanding of Child protection procedures and confidentiality.		✓
Awareness of current developments in public health services and legislation.		
Understanding of the process of risk assessment and risk management.	✓	

Experience in the provision of first aid.	✓	
Previous experience working as a Health Care Assistant or similar role.		✓
Experience of working within education, childcare provision or paediatric healthcare.		✓
Experience with working with children and families.		✓
Experience of treating sports injuries		✓

Terms and Conditions of Employment

The following particulars do not form any part of an offer of employment. Terms and conditions, which will incorporate the Staff Handbook, will be set out in a letter of appointment.

1. Appointment

The Health Care Assistant is appointed by the Head subject to the checks and enquiries set out in the School's Recruitment Policy. The appointee will be required to complete a confidential medical questionnaire (and medical examination where applicable), the costs of which will be met by the School.

2. Line Management

The Health Care Assistant reports to the Head via the Senior Sister and the Director of Boarding.

3. Committees

The Health Care Assistant shall attend all meetings that are required to give updates on girls in their care. Staff Briefings and Boarding Meetings are held to discuss operational matters and the Health Care Assistant may be asked to represent their team from time to time on other school committees to help formulate policy.

4. Professional Development & Appraisal

The Health Care Assistant shall participate fully in the School's professional review process and seek opportunities to progress their development as a member of the pastoral team through training, observation and discussion.

5. Probationary Period

This appointment shall be subject to a probationary period of one complete academic term during which the appointment may be terminated on one month's notice. This period may be extended by notice in writing given before the expiry of the initial period.

6. ISI Preparations

The Health Care Assistant shall help the School prepare for inspection by reviewing and up-dating documents, as required.

7. Hours of Work

This is predominantly a term-time only post, working on a rotational shift pattern of around nine 24 hour shifts (including one weekend) over a three week cycle with 12 of the 24 hours being on-call together but the post holder will also be required to be on-duty over some weekends when the school is not in session but pupils are in residence (Stay in for Leave Out or SIFLO). We would give consideration to a job share.

8. Holiday Entitlement

The Health Care Assistant shall be entitled to the statutory minimum holiday entitlement (currently 28 days) which is to be taken during the School holidays. In addition, and subject to all duties being fulfilled and responsibilities being met to the satisfaction of the Head and Director of Boarding, including opening and closing the school and attendance at induction sessions INSET and other Training Days, as required, the appointee will not normally be required to work during school holidays.

9. Request for Absence

The Health Care Assistant shall make any requests for absence during term time in writing (letter or email) to the Senior Sister, who will make consistent and transparent judgements based upon the best interest of the girls and the School. Sufficient notice must be given.

10. Salary & Pension

Queen Margaret's has its own competitive salary scale. The salary for this post will reflect the responsibility attached to the role. The salary will be paid in monthly instalments in arrears from the agreed date of appointment and is inclusive of holiday pay; no overtime is paid and days off in lieu of work are not applicable. The appointee will be enrolled in QM's own staff pension scheme, which is a contributory money purchase scheme (6% employee and 8.4% employer).

11. Notice Period

Subject to the provisions of item 5 above in relation to the probationary period the appointee is required to give the School one complete term's notice (to be served whilst the School is in session) of his/her intention to leave this post. The School can terminate the contract of employment on one month's notice in the first year of employment and on one term's notice thereafter.

12. Meals

Food and refreshments are provided during term time during the hours of duties.

13. Accommodation

Accommodation is provided within the School for the purposes of fulfilment of overnight duties.

14. School Fees Remission

At the discretion of the Head an appropriate school fees remission package is available for the daughter(s) of the Health Care Assistant during their time at Queen Margaret's.

15. The School's Family Leave Policy which sets out its policy on maternity, adoption, paternity, shared parental and bereavement leave is available in its current form on the School's VLE.

16. The School's Staff Discipline Policy which sets out details of the School's disciplinary and grievance rules and procedures is available in its current form on the School's VLE.

17. All employees of Queen Margaret's are responsible for promoting and safeguarding the welfare of children and young persons and must adhere to and ensure compliance with the School's Safeguarding Policy. If in the course of carrying out the duties of this post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, this must be reported to the School's Designated Safeguarding Lead and Head.

This job description is not exhaustive, and employees are required to work flexibly in order to meet the needs of the service which may change at short notice. Any permanent amendments to this job description will be made after consultation with the job holder

Queen Margaret's is committed to safeguarding and promoting the welfare of children and young persons and candidates must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Only applications from female applicants will be considered. This is a genuine occupational requirement in accordance with Schedule 9 Part 1 of the Equality Act.

Queen Margaret's School

Escrick Park
York YO19 6EU