



**Lord Grey Academy**  
Lord Grey Can



## **HEALTH ADVISOR**

**JOB SHARE – 2 DAYS A WEEK  
THURSDAY & FRIDAY**

### **Application pack contents**

- Advert
- A job description
- A person specification

“Lord Grey Academy is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.”



## Advertisement

### HEALTH ADVISOR

#### Job Share

Permanent

2 days per week

Thursday: 8.00am – 4.00pm / Friday: 8.00am – 3.30pm

14.5 hours per week

39 weeks per year – Term time plus 2 training days

Tove Learning Trust Band G – £22,777 - £24,948 FTE

**Actual annual starting salary – £7,665 per annum**

Required as soon as possible, we are looking to appoint an experienced First Aider, who will be part of the Student Services Team, supporting students and staff by administering first aid as appropriate.

This post would also be part of the school's Safeguarding Team, being in the frontline of implementing the school's Child Protection Policy and dealing daily with students who may be experiencing difficulties, offering support and signposting to other agencies where appropriate.

You will also contribute to the school's procedures for treatment of accidents and issue medication within the school's policies and relevant guidance. Relevant training will be on offer to support and enhance the successful candidate's skills.

*If you are looking for a position with more hours than this role, we may have other opportunities available. Please enquire at your interview.*

A vacancy booklet, information for candidates booklet and the application form are all available on the vacancies section of Lord Grey Academy's website: <http://www.lordgrey.org.uk/general-information/vacancies/>

Please note the application form and information for candidates booklet are available on the right hand side of the above link. Details on how to apply for this post are in the How to Apply Section of this booklet.

Completed application form and covering letter should be submitted to Human Resources at Lord Grey Academy or emailed to [hr@lordgrey.org.uk](mailto:hr@lordgrey.org.uk) by 9am on Wednesday 22nd November 2023. Interviews to be held on Wednesday 29th November 2023.

Only successfully short listed candidates will be contacted.

**Join an Academy on a rapid journey of improvement as part of a highly supportive and growing MAT.** Lord Grey joined Tove Learning Trust in April 2018 and is situated in Bletchley on the outskirts of the growing city of Milton Keynes. The right candidate will join us on our exciting journey to providing a great education for our amazing students as we prepare them for adult life. There is a great team to work with who are already on the path to making changes that will shape the future of the Academy.



# Lord Grey Academy

## Lord Grey Can



### **Tove Learning Trust**

The trust is committed to ensuring that all students achieve as highly as possible and we work hard to offer stimulating environments that enable every learner to progress and flourish. We have a small central team and a committed Board of Trustees that are focused on delivering outstanding outcomes. We aim to have academies that are excellent communities of learning where students thrive on success. There are seven secondary schools and one primary school in this growing Trust.

*The school is committed to safeguarding children. The successful applicant will require an enhanced DBS check.*



## **JOB DESCRIPTION**

Our motto is: Lord Grey Can. Our Core Values are: Determination, Ambition, Curiosity, Integrity and Civility. Our expectations are high and we believe that Lord Grey Can! It is expected that the post holder will carry out his/her responsibilities within this philosophy.

Role:	Health Advisor (Job Share)
Responsible to:	Student Services Team Leader
Based at:	Lord Grey Academy
Hours:	14.5 hours per week, 39 weeks per year
Grade:	Grade G, points 8 to 13

### **Job Context**

Lord Grey Academy is a secondary Academy with approximately 1450 students and 170 staff. The Health Advisor, as part of the Student Services Team, will offer a comprehensive First Aid service to students, staff and visitors. The post holder will promote good health and wellbeing, oversee and contribute to the school's procedures for treatment of accidents and issue of medication within the school's policies and be part of the school's Safeguarding Team.

### **Key Responsibilities**

1. As part of the Student Services team, to provide a comprehensive First Aid service to students, staff and visitors.
2. Alongside the Student Services Team, to ensure equipment, medication, other consumables are maintained, well stocked, and disposed of appropriately.
3. To ensure First Aid provision, incidents, accidents and administration of medicines are recorded and reported accurately and in a timely manner.
4. To be part of the school's Safeguarding Team, implementing the school's Child Protection Policy and dealing daily with students, offering support and signposting to other agencies where appropriate.

### **Job Description**

#### **Responsibility area 1**

1. The application of first aid to students, staff and visitors as and when required and the maintenance of appropriate records
2. Inform emergency services where appropriate
3. Contact parents/carers/emergency contacts
4. Accompany student to hospital, where essential
5. To regularly liaise with the Student Services Team in ensuring continuity of provision and transfer of pertinent information
6. To participate in relevant professional training to maintain knowledge and skill levels
7. To provide staff with general training about the initial care of students with medical needs
8. To provide health advice to staff organising school trips
9. Working alongside the trip organisers and trip leader to ensure students with medical needs are identified and relevant medical information is provided

#### **Responsibility area 2**

1. Working alongside the Student Services to ensure medical room equipment, medication, other consumables are maintained, well stocked, and disposed of appropriately
2. Regularly review and replenish the first aid boxes, facilities and supplies, ensuring they are maintained.

### **Responsibility area 3**

1. Working alongside Student Services Team Leader to administer student medication under protocols and Care Plans and ensure this is adhered to by staff
2. To maintain contemporaneous School Health Records in an accurate and legible manner and to maintain confidentiality where appropriate.
3. Working with Student Services Team Leader and Learning Support Team to contribute to incident reporting and procedures
4. To complete statistical and other returns as requested in a timely manner
5. The administration and organisation of visits by medical practitioners, to include the organisation of student appointments, immunisations, preparation of the medical room and other rooms designated for the visits and maintenance of student records
6. To liaise with other agencies, statutory and voluntary and maintain good working relationships, assisting with referrals and consulting as necessary, with the informed consent of clients and within the policies of the school
7. To regularly attend the School Nursing Team meetings to ensure best practice in all procedures
8. To liaise with the School's Health and Safety Officer who will make decisions regarding whether an accident should be reported to the Health and Safety Executive and the need to complete a risk assessment

### **Responsibility area 4**

1. To contribute to the responsibility for safeguarding and promoting the welfare of children.
2. To work according to the current safeguarding children policies and Milton Keynes' inter-agency procedures
3. To provide confidential health advice to pupils with a particular focus on sexual health, healthy lifestyle, mental health, referral and signposting to health and support services
4. To involve the carer and child in the process of meeting health needs

Tove Learning Trust expects its employees to work flexibly within the framework of the job description. This means the post holder may be expected to carry out work that is not specified in the job description but which is within the remit of the role, duties and responsibilities.

Tove Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff & visitors to share this commitment.



## PERSON SPECIFICATION

<b>Experience/Knowledge</b>	<b>Essential</b>	<b>Desirable</b>	<b>How evidenced</b>
Experience of working with children	✓		A I
One year or more of working in a school environment		✓	A
Knowledge of child development	✓		A I
<b>Technical Job Related Skills</b>	<b>Essential</b>	<b>Desirable</b>	<b>How evidenced</b>
Ability to communicate effectively, both verbally and in writing	✓		A I R
High level of interpersonal skills	✓		A I R
First Aid Certificate and willingness to train to required high level	✓		A I
Counselling skills		✓	A I
Ability to assess and analyse clinical situations and to discern appropriate action	✓		A I R
<b>Personal Job Related Skills</b>	<b>Essential</b>	<b>Desirable</b>	<b>How evidenced</b>
Commitment to professional standards	✓		A I R
Commitment to quality and continuous improvement	✓		A I
Ability to work under pressure	✓		A I
Confidentiality	✓		A I R
Team orientated	✓		A I R
Office management and good organisational skills	✓		A I R
Ability to drive a motor car	✓		A I
Ability to lift and manoeuvre students/adults into a wheelchair for short distances	✓		A I
<b>Education/Qualifications</b>	<b>Essential</b>	<b>Desirable</b>	<b>How evidenced</b>
GCSEs, including Mathematics and English at C grade or better	✓		A
Willingness to undertake further work related training	✓		A I
<b>Other Requirements</b>	<b>Essential</b>	<b>Desirable</b>	<b>How evidenced</b>
Willingness to be flexible with working hours to respond to the school's needs	✓		A I
Commitment to uphold the School's Equal Opportunities Policy and Safeguarding and Child Protection Policy	✓		A I

A – Application form I – Interview R – Reference