



Lord Grey Academy
Lord Grey Can



HEALTH ADVISOR

**JOB SHARE – 3 DAYS A WEEK
MONDAY, TUESDAY & WEDNESDAY**

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“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.”





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Welcome from the Associate Principal

Thank you for your interest in working at Lord Grey Academy.

You have made a great decision to pursue your career with us. We are committed to every member of staff and you will find a community of colleagues where support and development for you as you progress in your career is second to none. We have a strong staff who are committed to our young people and our pursuit for academic rigour with compassion.

Lord Grey Academy has been part of the Tove Learning Trust since April 2018 and we are proud of our commitment to ensure every student reaches their potential. Our GOOD OFSTED judgement in May 2022 recognises how leaders have created a focused learning community where pupils enjoy learning and can see that they're making good progress through the curriculum.

We are the third Paris St Germain Football Academy in the UK committed to teaching young people football the Parisian way. An exciting opportunity for staff, students and the community to get involved in the game and knowledge of nutrition, health, strength and conditioning.

Lord Grey Academy is an inclusive, vibrant and diverse learning community where students develop skills in, and beyond, the classroom to ensure they flourish. We ensure that every student has access to an outstanding education and is given the best opportunities to thrive.

We create a shared ethos and an "i can achieve" attitude through our core values and motto Lord Grey Can! Our motto, Lord Grey Can reminds all members of our community that there is no limit to our ambition and that imagination can become a reality. Our values of Determination, Ambition, Curiosity, Integrity and Civility are caught, taught and sought out so that we develop the character of Lord Grey students to prepare them for life beyond school. We have the highest expectations in all that we do and expect of others with strong pastoral, learning and behaviour systems in place to hold students into the pace of our Lord Grey way: the way we do things here.

I am excited to have such a strong body of staff to help continue this pathway towards realising our vision. We work collaboratively across all areas of the school- support staff, teaching staff, admin staff- with one aim to secure the very best futures for our young people. Our dedicated non-teaching pastoral team ensures all students are valued and included. Students and staff at Lord Grey build close relationships and foster a strong culture of learning.

The staff team supports each other well and there is a strong sense of togetherness and commitment to our motto and ambition. We are truly committed to reducing unnecessary work burdens for our staff and promoting a healthy work life balance. Wellbeing of staff and students is always a priority with our own Mental Health team, Ethos Team and staff socials as well as some perks, no emails at weekends and in evenings, a true open door policy so you can speak freely including anonymous staff surveys termly. As a result of these surveys, the leadership team truly listens to staff and over the last 18 months have centralised detentions, created automated systems for communication home and constantly review staff wellbeing to promote healthy work life balances.

We are a community.

We are a community who CAN and DO every day.

We look forward to meeting you.

Samantha Satyanadhan
Associate Principal

Jim Parker
Executive Principal





Lord Grey Academy
Lord Grey Can



Advertisement

HEALTH ADVISOR

Job Share

Permanent

3 days per week

Monday, Tuesday & Wednesday - 8.00am – 4.00pm

22.5 hours per week

39 weeks per year – Term time plus 3 training days
Tove Learning Trust Band G – £22,777 - £24,948 FTE

Actual annual starting salary – £11,845 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.

A candidate information booklet and application form are available on the vacancies section of Lord Grey Academy's website:

<http://www.lordgrey.org.uk/general-information/vacancies/>

Please note the application form is available on the right-hand side of the above link.

Completed application form and covering letter should be submitted to Human Resources at Lord Grey or emailed to hr@lordgrey.org.uk by 9am on Tuesday 21st March 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.

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:	22.5 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

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

A – Application form I – Interview R – Reference



Why work at Lord Grey?

At Lord Grey we have a strong sense of team. Our staff support each other well and we have good systems and processes to make working as effective and efficient as possible. We have a strong commitment to supporting staff so that they can manage the very important work that we do. We don't underestimate the responsibility and sometimes stress that comes with working in a busy Academy environment.

How we support staff at Lord Grey

- No pressure to "put on a show" in lessons. A culture of typicality is reinforced by no lesson grading.
- Visible Leadership Team who are on hand to listen and support.
- Everyone has the highest expectations of behaviour, with all staff reinforcing those expectations.
- A clear system of sanctions which is applied consistently so staff don't have battles with students.
- Excellent pastoral support offered through our year teams.
- Specialised personalised CPD for all staff.
- Time for staff to put new things into action and a very careful approach to avoid initiative overload.
- Regular Staff, Faculty and Pastoral briefings to support good communication.
- Internal Intranet where all information is one place and data dashboards to support analysis of data
- Headlines – a weekly whole staff email containing all the important information which reduces the number of emails in your inbox. No expectation to deal with emails outside of work hours.
- Comprehensive support for ECTs with dedicated mentors and regular meetings.
- Performance Management is tailored to faculty and individual needs. Data targets are not used punitively but aspirationally.
- We are constantly streamlining all systems and processes so they take less time.
- Open door Associate Principal - no concern is ever too small.
- Countless opportunities to get involved with the wider life of the Academy - Duke of Edinburgh, school performances, sports teams, music etc.
- Contributions of staff recognised through our colleague to colleague recognition awards and student thank you cards.
- There are regular staff wellbeing events organised for staff.

Lord Grey Academy is also in a great location. The Academy is situated on a large site in West Bletchley on the southern side of Milton Keynes. Bletchley itself is the home of 'Bletchley Park', where the WW2 'Enigma' code was broken – this site of historical importance and tourist attraction is just a few minutes' walk from the Academy.

Bletchley is a lively town on the outskirts of Milton Keynes, and offers plenty of accommodation, good shopping and good rail links to London and Birmingham. Milton Keynes is centrally placed with excellent transport links, by both road and rail, to the rest of England. Milton Keynes is one of the fastest growing cities in Europe and has superb shopping, many bars and restaurants and a very good theatre. With excellent cinemas, Xscape and the Snow Dome, MK Dons FC and a range of other leisure options, there is plenty to do in Bletchley and Milton Keynes. For those who prefer the countryside, there are many beautiful Buckinghamshire and Northamptonshire villages on the periphery of Bletchley.



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How to apply

Please read through the information in the pack carefully and please do not hesitate to contact the Academy if you would like to arrange a pre application visit – we strongly welcome this! If you cannot make a visit, then please feel to phone us to talk about the post.

The application form can be found on the vacancies section of Lord Grey Academy's website:

<http://www.lordgrey.org.uk/general-information/vacancies/> Please note the application form is available on the right hand side of the above link.

You should ensure that you complete all sections of the application form. There is a space on the form titled **Support of Application** and in here you should explain how your experience will help you to carry out the job that you have applied for and how you think you meet the criteria in the person specification. This section should be no more than 1 side of A4.