

## WYMONDHAM COLLEGE JOB DESCRIPTION

### MEDICAL CENTRE ASSISTANT (NIGHTS)

<b>Line Managers job title:</b>	Lead Nurse
<b>Salary:</b>	Points 5 of the Support Staff Scale <b>FTE</b> £24,790 per annum <b>Pro rata</b> £10,013-£10,166 per annum, including an allowance for holiday pay
<b>Tenure:</b>	Permanent
<b>Contract type:</b>	Term-time plus three weeks

### THE POST

Wyndham College is a member of the Sapientia Education Trust (SET). SET is an expanding multi-academy trust with 11 primary and 9 secondary schools.

We are looking for a hard-working and enthusiastic person with high standards and the ability to communicate and interact effectively with others as part of our school as a Wyndham College.

The Medical Centre Assistant will provide administrative support to the Medical Centre during the evening, and be on duty in the Medical Centre overnight, working as part of a team but lone working overnight to provide twenty-four-hour cover for the students at Wyndham College.

The first six months of employment shall be a probationary period and employment may be terminated by the Trust during this period at any time on one week's prior written notice. The Trust may, at its absolute discretion, extend this period for up to a further six months. During this probationary period, performance and suitability for continued employment will be monitored.

### PERSON SPECIFICATION

The professional competencies expected of a Medical Centre Assistant are:

- The ability to communicate clearly and tactfully using appropriate methods and an awareness of the impact of your own communication on others;
- Able to maintain positive relationships with all and able to work as an effective and flexible part of a team; willing to change methods of work and routines to benefit the team;

- Be able to multi-task and work under pressure;
- Be flexible and resilient in managing and executing their daily responsibilities;
- Able to demonstrate strong planning and organisational skills;
- Willingness to accept responsibility for your own actions;
- The ability to prioritise effectively, meet deadlines and accept challenges.
- A calm and efficient manner in a crisis;
- Empathy with young people aged 9-18;
- Efficient administrative skills;
- A pro-active approach to engaging young people in tasks/activities;
- Sound judgement when dealing with conflict;
- The ability to maintain discipline and morale.
- Able to work alone

The qualifications and experience required of a Medical Centre Assistant are:

- A minimum of a grade C / 4 in English and Maths GCSE.
- A good level of literacy and numeracy;
- Some previous experience working with young people is desirable, but for the right candidate with a suitable personality, not essential;
- Some previous experience working in a caring role would also be an advantage;
- Experience working in a medical environment is desirable, but is not essential;
- Have a full UK Driving Licence and meet the requirement for driving College cars;
- The successful candidate will need to be able to respond to being on-call and live within a 45 minute drive of the College;
- An understanding of the National Minimum Standards required of boarding schools, in respect of the care of students will be expected\*.

## **JOB SPECIFICATION**

### **General Responsibilities**

The Medical Centre Assistant will be required to act in accordance with Health and Safety regulations.

### **Specific Responsibilities**

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

The Medical Centre Assistant will be expected to care for any students in the Medical Centre and complete duties as directed by the Lead Nurse.

- At the start of each shift, the Assistant will receive hand-over from the trained Nurse going off-duty, (information about any students staying in the Medical Centre, issues that have arisen over the day that might be of significance, etc), at the end of each shift the Assistant will pass on any relevant information to the Nurse coming on duty;
- The Medical Centre Assistant will be given training to ensure they are competent in the correct means of recording baseline observation, such as temperature,

pulse and blood pressure. Normal ranges will be identified and actions to be taken when findings are outside the range;

- Training will be given regarding all aspects of written and on-line documentation;
- Medication administration guidelines will be given;
- If a student needs to be in the Medical Centre overnight, the Assistant will inform the parents, Boarding House and Attendance;
- Undertake administrative ICT tasks, e.g. entering data onto audit sheets, (training will be given);
- General housekeeping duties, e.g. making beds, sorting of linen, dishwasher etc;
- Prepare student notes ready for surgeries;
- Deal with all telephone calls appropriately;
- Liaise with Boarding House staff, SLT, and parents when students require medical attention from outside health professionals, e.g. on call Doctors or A&E;
- Prepare and / or serve meals to Medical Centre patients as required / appropriate.
- Likewise, if there are no students staying overnight in the Medical Centre, or if the students staying overnight are stable, the Assistant can take a rest period from the hours of 2330hrs – 0630hrs, for which a bed is provided;

The Medical Centre Assistant will not be required to make medical decisions. Guidelines will be given about how to care for various problems, and the various agencies to refer to for further help and guidance. However, if at any time they have concerns about a student they should contact SLT and decisions about further action can be taken together.

The post-holder will be required to comply with the Trust Code of Conduct. The post holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The post holder shall participate in the Trust's programme of Performance Management and Continuing Professional Development.

## HOURS OF WORK

Paid Weeks per year	Term Time plus 3 weeks
Hours per week	10.5 with overnight (12.5 at the start of each term)
Normal working Pattern	Friday 19:00-08:00 Saturday on call offsite between 17:00-08:00 (if a student is unwell this will be onsite) Sunday 19:00-08:00(17:00 on the week at the start of term)
Holidays	Holiday pay entitlement is included in the pro rata salary for the post and there is no entitlement to take holidays during term-time.
CPD Days	CPD is included in your pro-rata salary and you will be expected to work on all published CPD Days. Any additional time required for CPD can be claimed on a timesheet.

## REMUNERATION

- Points 5 of the Support Staff Salary Scale
- FTE Salary: **£24,790** per annum
- Pro rata salary: **£10,013-£10,166** per annum

The post-holder will be auto enrolled to join the Trust's nominated pension scheme for support staff provided by Norfolk Pension Fund. This scheme is a defined benefit scheme with the current employer contribution rate set at approximately 22% (please note this rate is subject to change), and employee contributions which vary depending on earnings. Staff do have the option to reduce contributions by 50%.

NOTE FOR WC: The annual salary will change each year depending on the days and weeks in the academic year.

## MID-YEAR ADJUSTMENTS – TERM TIME/TERM TIME PLUS

Salary payments are averaged out over the 12 months of the Academic Year. If you begin employment with the Trust during the Academic Year, or you have changes made to your contract, a Mid-Year Adjustment calculation will be made. This is to ensure that employees are only paid for work they will do over the remaining months of the Academic Year. This is worked out based on working days of the term time calendar not an equal division of full months to be worked.

## DRESS CODE

The post-holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify employees.

## PRE-EMPLOYMENT CHECKS

Sapientia Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff must be prepared to undergo several vetting checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.