



Peacehaven
Community
School

Medical Officer
INFORMATION



CONTENTS

Peacehaven Community School	Pg 3
Welcome from Trust CEO Jon Whitcombe	Pg 5
Job Description	Pg 6
Person Specification	Pg 9
Overview of Swale Academies Trust	Pg 10
Application Process	Pg 11
Safeguarding	Pg 12



Dear Applicant,

I am delighted that you are interested in leading our exceptional team at Peacehaven Community School into the next phase of its journey. I hope you will take a look at our [PCS Website](#) and [PCS Prospectus](#) as well as taking the time to consider the information enclosed with this letter.

Peacehaven Community School is a proudly comprehensive and fully inclusive school. This means diverse teaching opportunities, providing for students with a very broad spectrum of need. It includes a Special Facility with a Speech, Language and Communication specialism.

Standards of teaching and learning at Peacehaven Community School are high. There is a consistent approach to lesson planning, teaching and marking at the school and an explicit focus on differentiation and quality of work in books. At the heart of our vision for the school is a relentless drive to ensure that all pupils make good progress in every subject. Our curriculum is broad and balanced, offering courses to suit pupils of all abilities.

Peacehaven Community School was judged as "Good" by Ofsted in October 2018. The school has gone from strength to strength in recent years and is proudly oversubscribed at Key Stage 3. We are committed to securing excellence in learning and progress for all students through exciting and stimulating teaching, and a rich curriculum which encourages a love of learning. We want all students to have high expectations of themselves and to develop as enthusiastic, creative and positive young people who display good personal, social, emotional and spiritual development.

At Peacehaven Community School, we know all of our pupils and take the time to support and guide them towards targets and goals that are realistic and personalised. Our motto is 'Aspire, Achieve, Believe' where achievement is a focus for all. We encourage students to aspire and be their best. We promote self-confidence and belief, supporting students to face the challenges future life brings, alongside an awareness and understanding of the values of our society and other cultures. We seek to celebrate our pupils' talents and skills at every opportunity and are proud of what we achieve together as a school community. To achieve our vision, we place the recruitment, retention and professional development of excellent teachers as a top priority.

Peacehaven Community School is located in the town of Peacehaven, seven miles from the vibrant town of Brighton, situated on the south coast above the chalk cliffs of the South Downs. Our modern, well equipped building has exceptional facilities offering an inspiring modern learning environment, with well resourced classroom spaces.

Peacehaven Community School has a traditional family culture combined with an ambitious ethos for excellence. It is part of a very exciting multi-academy trust focused on school improvement, collaboration and continuous learning. Swale Academies Trust is currently made up of sixteen other schools, both primary and secondary, located in East Sussex and Kent. The Trust provides unparalleled opportunities for professional development and will grow further in the future.

Peacehaven Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to an enhanced DBS check. As a school dedicated to the principle of equal opportunities, we aim to ensure that staff recruitment is fair and open to all regardless of age, social class, disability, religion, ethnic origin or sexual orientation within the context of a detailed person specification.

Yours sincerely,

A handwritten signature in black ink, appearing to read "R Henocq".

Ms Rachel Henocq
Headteacher

A handwritten signature in black ink, appearing to read "Liza Leung".

Ms Liza Leung
Executive Headteacher

Dear Applicant,

Thank you for your interest in this role within Swale Academies Trust. Swale Academies Trust is one of the leading Multi-Academy Trusts in the south east with a highly effective record in school improvement. We are currently looking for outstanding leaders and teachers to join us as we grow. Swale Academies Trust consists of a group of primary and secondary schools based in Kent, East Sussex and South London. We are also working with a number of schools who require support prior to joining the Trust. We have a very strong track record in school improvement and are looking for dynamic people who want to transform children's lives in some of the most challenging educational contexts in the region.

We are looking for ambitious professionals who are interested in working with pupils from diverse communities in some of the region's most challenging schools. We want energetic, inspiring classroom practitioners who are highly motivated and committed to the profession. We recognise the importance of a well-ordered teaching environment for staff to flourish. Parents and teachers provide regular positive feedback about our work to create a positive climate for learning. As a result, Ofsted visits identify pupils' conduct as a strength across the Trust. We want teachers who are keen to make a positive difference to children's lives, are proud of the students they teach, the work they produce and share this pride in the achievements of all.

Our salary package, continued professional development and additional benefits are some of the best in the sector. We invest in our staff at every level with a wide range of coaching programmes, delivered across our schools, including Westlands, the Trust Teaching school. We also work closely with a number of external partners such as the University of Kent to support leadership development across our family of schools. All of our schools are unique and reflect the communities they serve but they work closely together to support each other and collaborate to raise standards. Teachers identify the well-structured collaboration as a key factor in improving their practice but also improving their work-life balance.

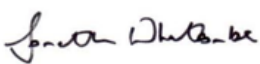
Since its creation in September 2010, Swale Academies Trust has become a strong and successful school improvement service, specialising in taking schools in Ofsted category and turning them into good schools. A glance at the most recent Ofsted reports for Beaver Green Primary School, South Borough Primary School, Meopham School, Regis Manor Primary School, Westlands Primary School, Istead Rise Primary School and The Sittingbourne School, will all point to the effectiveness of the Trust in bringing about change and providing and enabling excellent leadership. First and foremost, Swale Academies Trust is about the provision and development of high quality leadership and management.

Our ambition is driven by enabling schools and children to succeed. We have a wide range of excellent and highly accomplished senior leaders who lead with a sense of purpose, charisma and a set of shared values. The Trust is fortunate to be overseen by a Board of Directors who share leaders' values and provide the highest quality challenge and support.

We are proud of our schools and strive for a sense of shared pride in the achievements of all of our students.

We look forward to receiving your application.

Yours sincerely,



Jon Whitcombe
Chief Executive Officer

JOB DESCRIPTION



Job Title: Medical Officer
Grade: SAT 5
Responsible to: Office Manager

Main duties and responsibilities (Accountabilities): Health & Safety officer

- To adhere to the Trust Health & Safety policy.
- To work with Site Manager & Head of School to ensure that the Trust Health & Safety Management System for the school is maintained in accordance with Trust Policy.
- To liaise with SLT & Site Manager when hazards are identified in school & logged on the agility system, ensuring a swift resolution to any issues arising.
- To maintain a risk assessment management system for curriculum based activities, prompting curriculum leaders to update Risk Assessments according to the review cycle.
- Ensure the school hold up to date policies for Health & Safety management in accordance with the Trust Estates procedures.
- Ensure that all Health & Safety administration is kept up to date.
- Ensure that all Health & Safety training is kept up to date.
- Attend 6 weekly sites management team meetings.
- Undertake DSE assessments for DSE users.
- Maintaining First Aiders records and ensuring all certificates are kept up to date.

Lead First Aider

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards.
- When necessary to make arrangements to call an ambulance.
- Ensure that all first-aiders complete a first-aid training course approved by the Health and Safety Executive (HSE).
- Monitor and arrange refresher courses and certificate renewals for all first aiders.
- Liaise with a member of the Senior Leadership Team - FOR INCIDENTS INVOLVING EMERGENCY SERVICES ON SITE.
- Be responsible for ordering First Aid items and appropriate disposable bins.

Liaison with parents and staff

- Dealing with parental queries regarding medical plans.
- Administration and monitoring of medical support plans in line with the school's approach.
- Meeting with families and appropriate school staff regarding medical plans.
- Liaising with senior leaders to deploy medical plans.
- Monitoring of students attendance to medical room, reporting observed patterns to SLT and Safeguarding team.
- Ensuring medical plans for students are in place and shared with staff - updated appropriately.
- Liaising with the exams officer and teachers to ensure appropriate considerations are in place regarding medical plans (temporary and permanent).

JOB DESCRIPTION



Office management

- Management and co-ordination of the medical budget.
- Process forms, returns, etc, including those to outside agencies.
- Contribute to the planning and development of administrative procedures and systems relating to medical and health and safety.
- Update manual and computerised records/management information systems.
- Carry out administrative tasks linked to medical needs.
- Liaise with parents, staff, pupils, outside agencies, visitors.
- Take ownership of own personal and professional development.
- Comply with the requirements of health and safety, other relevant legislation and all school policies.
- Be the first point of contact to other staff First Aiders.
- Late working hours to cover after school clubs.

Stock control

- Ensure that all First Aid boxes are checked on the first Monday of each month.
- To stock up the First Aid boxes with at least a minimum stock of first aid items as recommended by HSE.
- Examine the contents of the first-aid box in the First Aid room and other locations weekly and on an as they are used basis and re-stocked as soon as possible after use.
- Items are discarded safely after the expiry date has passed.
- All swabs used on open wounds will be disposed of correctly in the clinical waste bin.
- Ensures that all first-aid and incontinence waste is disposed of in the bins provided and located in the First Aid office.
- In liaison with Office Manager, order / replenishing first aid materials / consumables.
- In charge of first aid equipment located within the school and medical room.

Training

- Booking refresher courses for all first aiders and ensuring that their certificates are all up to date.
- Providing internal induction / coaching to new First aiders.

Medication

- Giving medication to pupils on parents' permission and to obtain one if not available but required.

Travelling first-aid kits

- Liaise with the party leader undertaking any off-site activities to carry out risk assessment on what level of first-aid provision is needed.
- Ensure compliance to best practice to have a trained First-Aider to accompany the party where it is not possible to have one at the venue itself.
- Ensure that First Aid box is provided for any activity involving the use of a minibus.

JOB DESCRIPTION



Hygiene/Infection Control

- Ensure that All School First Aiders are reminded to take precautions to avoid infection and must follow basic hygiene procedures.
- Enable staff to have access to single-use disposable gloves and hand washing facilities, and should take care when dealing with blood or other body fluids and disposing of dressings or equipment.

Reporting incident

- Ensure that all incidents requiring first Aid are properly reported and documented and the Next of Kin is notified as appropriate.
- Liaise with relevant school officers to ensure that parents / carers are informed if their child is being taken to hospital for treatment.
- Where a child is not taken to hospital by their parent / carer, ensure that a member of staff is assigned to stay with the child until a parent / carer is in attendance.

The duties / responsibilities of this post may vary from time to time according to the changing needs of the Trust services.

PERSON SPECIFICATION



	CRITERIA	ESSENTIAL/ DESIRABLE
Qualifications	• Good evidence of educational qualifications. At least 4 GCSEs including English and Maths or equivalent. • First aid qualification or willingness to work towards. • Evidence of continuing professional development. • Experience of working in an administrative environment (Educational setting is desirable).	E E E E
	• NVQ in nursing or childcare.	D
Experience	• Experience of the use of Microsoft Office applications (Word, Excel and Outlook) including the use of the internet to access relevant information.	E
	• Experience in the use of SIMs or BROMCOM and other software packages.	E
Skills, Abilities and Knowledge	• Ability to work successfully as part of a team.	E
	• Willingness to be flexible (especially with after school meetings).	E
	• Ability to maintain confidentiality.	E
	• Ability to prioritise workload and organise time effectively to meet deadlines.	E
	• Ability to effectively work under pressure, in a busy environment with many interruptions.	E
	• Ability to work cooperatively and supportively within the team in line with the Code of Conduct.	E
	• Ability to use own initiative.	E
	• To understand and comply with the requirements of the Health and Safety at Work Act 1974.	E
	• Demonstrates a wish to work with children and young people.	E
	• The ability to form and maintain appropriate relationships and personal boundaries with children and young people.	E
Personal Qualities	• Understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety.	E
	• Excellent telephone manner.	E
	• Excellent listening and verbal communication skills.	E
	• Good interpersonal skills in order to maintain an effective working relationship with staff, visitors, outside agencies and students.	E
	• Commitment to deliver a high quality of customer care.	E
	• Commitment to the school's Equal Opportunity Policy and acceptance of the job holder's responsibility for its practical application.	E
	• Willingness to complete an Enhanced DBS.	E

OVERVIEW

Since its creation in September 2010, Swale Academies Trust has developed into one of the South East's leading Multi-Academy Trusts.

Our purpose is to develop good and outstanding schools and ensure the rapid improvement of schools with challenges.

As the Trust has grown and developed, we continue to ensure that effective school support and leadership is maintained. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.

The Trust is an organisation which is driven by the belief that all children deserve a good quality education where they are seen as individuals and above all are exceptionally well cared for.

Swale Academies Trust – Schools

Primary

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne



Secondary

- Meopham Secondary School, Meopham
- Peacehaven Community School, Eastbourne
- The Eastbourne Academy, Eastbourne
- The North School, Ashford
- The Sittingbourne School, Sittingbourne
- The Turing School, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne



Central Support Services (based at Trust Head Office), Ashdown House, Sittingbourne

- Human Resource Team
- Finance Team
- ICT Team
- Building / Estate Management

The Application Process

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible.

Please note CVs will not be accepted in place of a completed application form.

Application forms can be found on swale.at website. Completed forms can be sent to liz.fulker@swale.at or by post to the following address:

Mrs Liz Fulker,
Peacehaven Community School,
Greenwich Way,
Peacehaven
East Sussex
BN10 8RB

The Shortlisting and Interview Process

After the closing date for this post a panel will conduct the shortlisting process. You will be selected for interview based entirely on the contents of your application form, it is therefore important that you fully read the Job Description and Person Specification prior to completing your form.

After the shortlisting process has been completed candidates who have been selected for interview will be informed, and provided with full details of the interview programme. If you have not heard from us within 10 working days of the closing date for this post, you have, on this occasion, unfortunately been unsuccessful.

All candidates who are invited to interview must bring the following original documents:

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or driving licence.
- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

Conditional Offer

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past employment.

Safeguarding

Our Trust has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

Retention of information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

Privacy Notice

Please refer to the Trust's Privacy Notice for job applicants for information about how we use any personal data about them we hold.

This can be downloaded here: <https://www.swale.at/page/?title=Privacy+Notice&pid=33>



SWALE ACADEMIES TRUST
ASHDOWN HOUSE
JOHNSON ROAD
SITTINGBOURNE, KENT
ME10 1JS

COMPANY NUMBER: 7344732