

SAINT BEDE'S
CATHOLIC HIGH SCHOOL

Health & Wellbeing Officer

Required from January 2027

Saint Bede's Catholic High School,
Talbot Road,
Lytham St Annes,
Lancashire,
FY8 4JL.

01253 737174

hr@stbedeslytham.lancs.sch.uk

www.stbedeslytham.lancs.sch.uk

Headteacher's Welcome

Thank you for expressing an interest in applying for a role at Saint Bede's Catholic High School, Lytham. As a Catholic school within the Diocese of Lancaster, our ethos of 'Being a Bede' encapsulates what we believe we are all about as a school community. We are a family, in which each child in our care is supported and challenged to make the very most of their God-given potential and to be the best that they can be in every aspect of their personal, spiritual, and academic development.

Our expectations regarding behaviour, uniform, and respect towards others are unapologetically high. Our pupils are proud to 'Be a Bede' and, in turn, we are proud of them and their achievements. Visitors to the school frequently comment on the calm and caring atmosphere they experience, and the warm welcome they receive from pupils and staff alike.

"At Saint Bede's Catholic High School, pupils clearly feel part of a community where they are valued as unique individuals. They readily bear witness to the ways in which they are supported and cared for by senior leaders, the whole staff team, and each other. They appreciate the distinctive Catholic nature of their school, speak warmly of it, and value being part of the St Bede's family." Catholic Schools Inspection – March 2023

We are seeking to appoint enthusiastic and committed professionals to join our school community and contribute to the high standards and inclusive provision for which Saint Bede's is known. Staff at all levels work collaboratively to ensure that barriers to learning are removed and that every pupil is supported to achieve their full potential. We value creativity, dedication, and a shared commitment to delivering an excellent educational experience for all.

Potential candidates are very welcome to visit our school to meet our pupils and staff and to experience first-hand the strong sense of community that defines Saint Bede's.
We look forward to receiving your application.

Mr P Marsden
Headteacher



"We aim to reflect the true Christian Values proclaimed in the Gospel, and seek to provide a caring community in which young people can grow as balanced individuals, morally, intellectually and spiritually and so participate fully in the real world".

KEY INFORMATION

Post Title: Health & Wellbeing Officer
Salary: LCC Support Staff Pay Scale Grade 6
Responsible to: Miss Cochrane (Senior Assistant Headteacher & Designated Safeguarding Lead)
Hours: Monday - Friday 8:45am – 3:30pm (Term Time Only – 38 Weeks)
Start Date: January 2027

MAIN PURPOSE OF THE ROLE

We are seeking a dedicated Health & Wellbeing Officer who will play a vital role in safeguarding the health, safety, and wellbeing of the entire school community.

This role will manage daily medical needs, treat injuries, illness, administer emergency first aid and be the main administrator for all health related and medical processes, along with supporting administrative tasks as part of the wider pastoral team. Serving as the primary healthcare resource for pupils, this role requires the postholder to maintain accurate health records, create/implement relevant policies, and coordinate with parents and external medical providers when required. This role would suit a Health Care professional, experienced First Aider or Nursing Associate.

You must be able to operate sensitively, whilst being able to handle confidential issues. The successful candidate will be a proactive and positive person who works well in a team, with the ability to liaise well with all staff and governors within school.

Please note the salary quoted is full time equivalent. If successful, the salary received will be paid on a pro–rata basis.

KEY RESPONSIBILITIES

- First response/on call for all medical or first aid emergencies on site, assessing situation and needs.
- To work closely with your Line Manager and the School's H&S Compliance Lead to ensure best practice guidelines are adhered to in relation to medical care.
- To evaluate appropriate policies and protocols and to communicate these to staff effectively.
- Attend to and keep accurate records of incidents/accidents, and report in-line with School policies.
- Manage systems and processes to record, store and administer medicines to pupils, in-line with individual needs (including the use and storage of controlled medication).
- Co-ordinate student vaccinations/immunisations with external agencies and organise class timetables to ensure the smooth running of these events.
- Manage and maintain first aid stock levels throughout the school (including emergency auto injectors, asthma & diabetic kits, defibrillators) and re-order when needed.
- Supporting the EVC/Trips by supplying first aid kits for trips, when necessary, alongside pupil medication kept in school.
- To manage and complete risk assessments for pupils with health conditions, IHCPs, EHCPs.
- To manage and coordinate DSE assessments & occupational health referrals & implement strategies to support.
- Regarding mobility issues for staff and pupils, ensure PEEP forms are completed, and the relevant staff are informed of any adjustments.
- To take a lead role with relevant external agencies to promote student wellbeing, e.g., diabetic nurses, Child Protection Nurse, Public Health Department, etc.
- To ensure that the highest possible standards of clinical procedures are maintained by regularly undertaking CPD/training.
- Liaise with parents regarding prescribed medication, risk assessments, and IHCPs, including attendance at Year 7 intake events to discuss future health needs.
- To ensure utmost confidentiality of all medical information.
- Provide a listening ear for any pupils who wish to speak about a pastoral or medical issue.
- Maintain an awareness of the latest First Aid techniques, enabling the creation & updating of policies and procedures.

PERSON SPECIFICATION

Essential

- A **minimum** of an Emergency First Aid at Work qualification.

Desirable

- Work towards a HSE First Aid at Work qualification.

Supporting the School

- Arrange and lead whole school awareness training and/or information sessions/CPD so all staff are aware of the School's policy for supporting pupils with medical conditions.
- Contribute to the Catholic ethos, mission and values of Saint Bede's Catholic High School.
- Attend and participate in relevant meetings, training and professional development opportunities.
- Work collaboratively with colleagues.
- Establish constructive relationships with staff, pupils, parents/carers and external agencies.
- Undertake reasonable additional duties as directed by your Line Manager or the School Business Manager/SLT.
- Ability to work collaboratively as part of a team, with a clear understanding of school roles, responsibilities, and your own position within the structure.
- Proven ability to maintain confidentiality and exercise discretion at all times.
- Commitment to safeguarding and promoting the welfare of children.
- A flexible and adaptable approach to working hours and responsibilities to meet the evolving needs of the school.

No job description can be fully comprehensive and, from time to time, the successful candidate may be required to undertake other duties commensurate with the grade and responsibilities of the post as directed by the Headteacher.

Attendance

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

Safeguarding

Saint Bede's Catholic High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Appointment to this post is subject to an enhanced DBS check and satisfactory references.

Please note that in line with Keeping Children Safe in Education 2026, an online search will be carried out as part of our due diligence on shortlisted candidates.

HOW TO APPLY

To apply, please submit the CES Application Form and the supporting recruitment documents provided. These documents are also available from the school website. Your supporting statement should be completed within the application form, using Calibri or Arial font, size 11, and must be no more than two pages in length.

Completed applications should be returned either by email or post to:

By email: hr@stbedeslytham.lancs.sch.uk

By post:
Mrs P Mercer
School Business Manager
Saint Bede's Catholic High School
Talbot Road
Lytham St Annes
Lancashire
FY8 4JL

SCHOOL VISITS

Prospective candidates are warmly encouraged to visit the school prior to submitting an application.

To arrange a visit, please contact **Mrs Mercer, School Business Manager**, on **01253 737174** or via email at **hr@stbedeslytham.lancs.sch.uk**

CLOSING DATE FOR APPLICATIONS

The closing date for applications is Monday 30th November 2026 at 12noon. Interviews will be held week commencing 7th December 2026.



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