



Cambourne Village College

An Academy of



Sheepfold Lane,
Cambourne,
Cambridge
CB23 6FR
(01954) 284000

enquiries@cambournevc.org
www.cambournevc.org

Medical Room Assistant

Start date Summer Term 2020

Salary: NJC Scale 3 point 5 to 6 £18,795 to £19,171 FTE

pro rata salary paid for 44.28 weeks, actual salary £4,325 per annum.

Hours of work: 10 per week, mornings- start time by negotiation

Term time plus 5 training days (39 weeks per year)

Contract: Permanent

The College is seeking to appoint a Medical Room Assistant to work in the school Medical Room, providing cover in the absence of the school nurse, and first-aid cover as required. Experience in safeguarding and first-aid is preferred, but full training will be provided for the right candidate.

Cambourne Village College, an over-subscribed, Ofsted 'Outstanding' secondary school, eight miles from Cambridge, opened as an academy of the Cam Academy Trust in September 2013. Our ethos is aspirational and inclusive, our staff is highly motivated, our pupils courteous and hard-working with excellent facilities. Joining Cambourne Village College represents a unique opportunity to help to establish a new school whilst working within a wider, high-quality Academy Trust that gives excellent possibilities for professional and career development.

To apply for this vacancy and to see the job description and person specification please access our website: www.cambournevc.org/contract-us/vacancies

Our school is committed to safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment. Appointment to this post would be subject to an enhanced DBS check and satisfactory medical and employment references.

Closing date: Noon on Monday 20 April 2020

The school reserves the right to interview shortlisted candidates during the application window (if applicable).

Job Description

Medical Room Assistant

Created March 2020

Line of Responsibility

The Safeguarding Assistant is directly responsible to the Lead Designated Person for Child Protection.

Strategic Purpose

Medical Room:

To cover the school medical room in the absence of the school nurse, dealing with pupils who come to the medical room, and providing emergency first aid wherever and as required.

Operational Responsibilities

Safeguarding: The post-holder will:

- Attend team meetings.
- Communicate with professionals, and parents and carers
- Attend Child Protection conferences, planning and review meetings as required.
- Share information appropriately
- Respect confidentiality

Medical Room: in the absence of the school Nurse:

- Deal with medical concerns of pupils who present themselves at the medical room
- Provide routine medical care and emergency first aid
- Administer prescribed medicines as required
- Contact parents as required
- Contact medical services, including emergency services, as required.
- Maintain clear records of all interactions and treatment given.

Conditions of employment

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment).

- The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- The post holder will uphold the school's policy in respect of child protection and safeguarding matters.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced Disclosure and Barring Service (DBS) check will be carried out for the successful candidate.
- The post holder shall be subject to all relevant statutory and institutional requirements.
- The post holder may be required to perform any other reasonable tasks after consultation.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.
- All members of staff are required to participate in the college's performance management scheme.

Safeguarding Assistant – Person Specification

Essential	Desirable	Evidence
Qualifications and experience:		
<ul style="list-style-type: none"> • Experience of working with children, young people, parents/carers/families within the field of education. • Experience of delivering support to both children and adults. • Experience of working with multiple agencies. 	<ul style="list-style-type: none"> • Recent DfE approved training in Child Safeguarding issues. • Either a teaching qualification or higher level support staff qualification. • Certificate or award in safeguarding and protecting children and young people eg level 2 AoFAQ. • First Aid at Work 3 day certificate 	<ul style="list-style-type: none"> Application form Certificates Interview References
Knowledge and skills:		
<ul style="list-style-type: none"> • The skills and ability to identify 	<ul style="list-style-type: none"> • A good understanding of 	<ul style="list-style-type: none"> Application form

Essential	Desirable	Evidence
<p>signs of abuse.</p> <ul style="list-style-type: none"> • Ability to build and form good relationships with children, young people, parents/carers, colleagues and other professionals. • Excellent verbal and written communication skills appropriate to the need to communicate effectively with children, young people, parents/carers, colleagues and other professionals. • A good understanding of issues and problems impacting on families experiencing a range of difficulties. • Ability to maintain and develop accurate and effective records and other systems. • Knowledge of the respective roles and responsibilities of schools, governing boards, staff, parents and the external agencies in respect of Child Protection and Safeguarding. 	<p>current legislation, guidance and policy in the area of child protection and safeguarding.</p> <ul style="list-style-type: none"> • Knowledge of locally available support services. 	<p>Interview</p> <p>References</p>
Personal qualities:		
<ul style="list-style-type: none"> • Commitment to the highest standards of Child Protection. • Ability to deal with sensitive issues and understanding of the need for confidentiality. • Able to work flexibly to support others and respond to unplanned situations. • Efficient and meticulous in organisation and detail. 		<p>Application form</p> <p>Interview</p> <p>References</p>

Essential	Desirable	Evidence
<ul style="list-style-type: none"> • Excellent listening skills and an empathic approach. • Excellent record-keeping skills and the ability to write detailed reports. • Emotionally resilient • Practical approach to first aid issues, e.g. confident to deal with injuries and bodily fluids • Calm in critical situations • Commitment to the school's ethos, aims and its whole community. 		