

LEARN MORE ABOUT

Joining the MSJ Family



MALVERN ST JAMES
Girls' School



judgement, which extends to all areas of Malvern St James. Malvern St James also received the highest rating of *'Excellent'* in the ISI's Educational Quality Inspection in May 2017 and has been compliant in all other ISI Compliance and Regulatory inspections since then. In March 2021, the School was awarded the Carnegie Mental Health Gold Award for its outstanding pastoral care

and support for pupil and staff mental wellbeing.

WORKING AT MSJ

Malvern St James (MSJ) is a leading boarding and day school which presents an imaginative vision of education for girls from the age of 3 through to 18, taught within a positive, purposeful atmosphere. MSJ fosters creativity and bold thinking, challenging, and encouraging every girl to extend her personal horizons and realise her full potential.

Two hours from London and one hour from Birmingham, MSJ is in the heart of Malvern in Worcestershire, with excellent transport links. Great Malvern station is situated opposite the School. The MSJ bus service covers five counties to pick up and return pupils each day.

The School is home to a warm and welcoming community – girls, parents, staff, and governors alike, enjoying the friendly and buoyant atmosphere of shared celebration, extolling personal success in every field of endeavour. MSJ offers a range of boarding options (ages 7 – 18) to fit in with the demands of modern family life and girls can choose from full, weekly, or flexi-boarding. ISI recognised the exceptional standard of boarding with an *'Outstanding'* inspection

Intellectual and social confidence, personal development and achievement lie at the heart of the School and each pupil is treated as an individual. MSJ promotes academic excellence and innovation in teaching and learning throughout the school which provide each girl with the challenges and support to develop her talents, character, and abilities to the full. We prepare pupils for the most competitive UK and international universities and pathways. This individual emphasis is complemented with teamwork, community values and the importance of service to others.

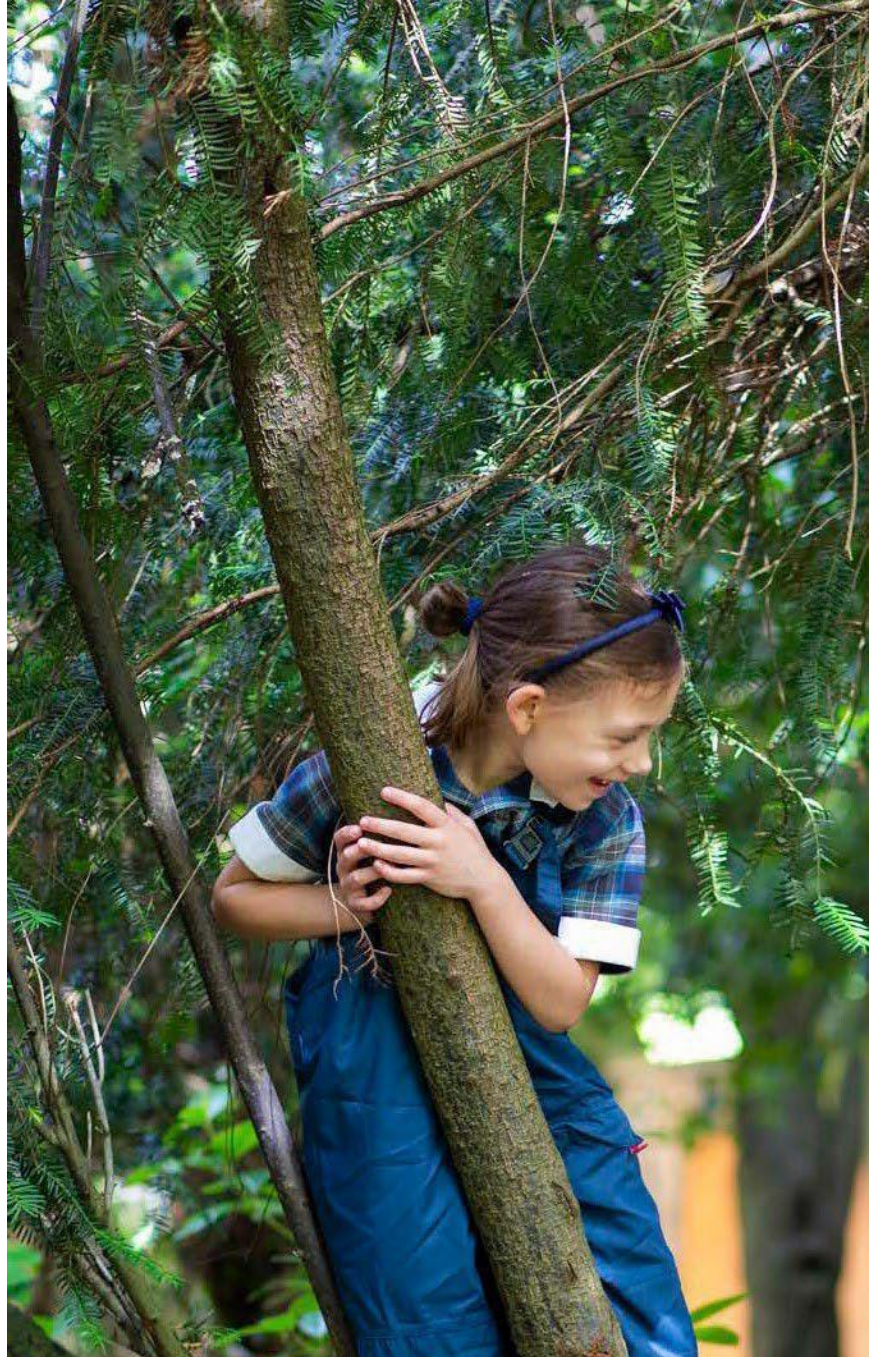


The School has excellent facilities, which include an award-winning Science and Mathematics centre, a Drama Studio, a Music Centre in Avenue, several IT suites, a multi-media Language Laboratory and a brand-new Astroturf, which was launched in October 2020.

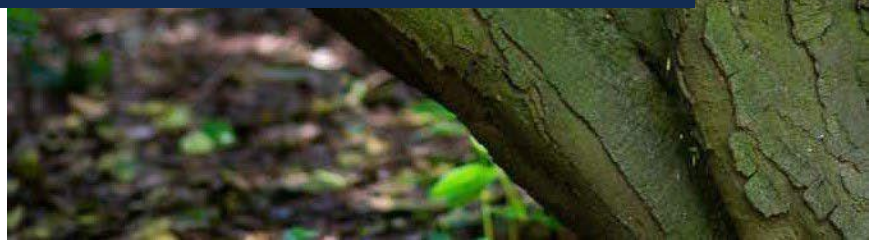
At MSJ we use Microsoft and there has been significant investment and development of e-learning in recent years.

The Year 13 Sixth Form Boarding House was transformed in 2018 with an extensive and highly contemporary full refurbishment, which has provided a transition House for university. Benhams, the Year 11 Boarding House, was refurbished in 2021.

Whilst a multi-faith community and non-denominational, the School is founded on Christian principles and has a Christian ethos which underpins the School's daily life. There are regular opportunities for Christian worship.



Girls take full advantage of the enviable setting and superb facilities, which inspire a wonderfully rich and imaginative extra-curricular life. They leave Malvern St James as poised, self-assured young women who can meet and embrace, with integrity, the challenges and risks of our modern world. The Good Schools Guide observed on visiting the School that MSJ is “full of girls who are going to change the world”!



HEALTHCARE ASSISTANT

JOB DESCRIPTION

AT A GLANCE



Full-time 39 hours per week
consisting of three nights a week
18:00-21:00 in school
21:00-07:30 on call

Term-time only



Reporting to:
Lead Healthcare Professional

All School staff are expected to:

- a. Work towards and support the School vision and the current School objectives outlined in the School Development Plan;
- b. Support and contribute to the School's responsibility for safeguarding pupils;
- c. Regularly review own practice, set personal development targets and take responsibility for own continuous professional development;
- d. Work within the Schools Health and Safety policy to ensure a safe working environment for staff, pupils and visitors;
- e. Work within the Equal Opportunities Policy to promote equality of opportunity for all pupils and staff, both current and prospective;
- f. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents and colleagues;
- g. Engage actively in the performance review process;
- h. Adhere to policies as set out in the Staff Handbook and Regulations;
- i. Undertake other reasonable duties related to the job purpose required from time to time;
- j. Adhere to School Safeguarding and Child Protection Policies.



MALVERN ST JAMES

Girls' School

Job Title: Healthcare Assistant

Job Summary:

- To work within a small team of healthcare professionals and with the School Medical Officer, based in the School Health and Wellbeing Centre, which provides a 24-hour medical service, giving round the clock care to day pupils and boarders (3-20 years old) attending Malvern St James.
- When on duty, the healthcare professional works alone. She may be required to admit girls and care for girls during the sleeping hours.
- To provide pastoral care alongside other members of pastoral and academic staff, as relevant. To identify girls who could benefit from a referral to a qualified counsellor or other therapist.
- As a School Healthcare Assistant you will be expected to use a child-centred approach to work with individuals and encourage responsible attitudes towards health.
- To observe confidentiality at all times according to relevant professional guidelines and provide opportunity for discussion regarding issues of a confidential nature.

Clinical Practice:

- To work closely with the Lead Healthcare Professional, the Deputy Head Pastoral and other team members, as well as being able to work independently, using initiative.
- To develop a rapport with and support individual girls needing nursing/pastoral intervention on an ad-hoc or regular basis.
- When it is in an individual girl's interest and with their permission, to liaise with other members of staff and outside agencies, in accordance with a multi-disciplinary approach. To communicate with parents when necessary.

Additional Clinical responsibilities:

- Maintain computerised records.
- Participate in routine medical examinations and assessments of health status for all new girls to MSJ. Assist in identifying individual needs.
- Administer first aid to pupils and staff when needed in the Health Centre or elsewhere on the School Site.
- Identify emergency situations and act according to School procedure and current nursing practice and guidelines.
- Assess and treat members of staff attending the Health Centre for health issues.
- To provide clinical advice and support for other members of staff; in particular, the Deputy Head Pastoral, the Head of Boarding and the Headmaster, regarding health needs of individual girls.

Professional Responsibilities:

- Complete accurate documentation and maintain medical records. Update computer records.
- Work within policies and procedures of Malvern St James ensuring confidentiality at all times.
- Maintain a safe environment within the workplace at all times, including maintenance and safe storage for equipment.
- Safe administration and storage of drugs according to group directions and medicine policy.
- To attend Safeguarding Training and relevant Inset Days within School, for which advance notice will be given.
- To work in accordance with school procedure for the protection of children.

Protection of children:

- Applicants are advised that in accordance with national and local procedures for the protection of children.



HEALTHCARE ASSISTANT PERSON SPECIFICATION

QUALIFICATIONS, EXPERIENCE, SKILLS & ABILITIES	ESSENTIAL OR DESIRABLE	HOW THIS WILL BE ASSESSED
Previously worked as a Healthcare Assistant	Essential	Application Form, Interview and Assessment
Administered First aid at work	Essential	Application Form, Interview and Assessment
Previously worked independently within team.	Essential	Application Form, Interview and Assessment
Knowledge in Child development, adolescent health, health promotion and child protection	Essential	Application Form, Interview and Assessment
Excellent communication, inter-personal and listening skills	Essential	Application Form, Interview and Assessment
Respect for multi-disciplinary approach to care	Essential	Application Form, Interview and Assessment
Empathetic	Essential	Application Form, Interview and Assessment
Good use of initiative and organizational skills	Essential	Application Form, Interview and Assessment
Computer literate	Essential	Application Form, Interview and Assessment
Ability to prioritise	Essential	Application Form, Interview and Assessment
To be able to undertake all the physical requirements of the post and use equipment, according to Health and Safety guidelines.	Essential	Application Form, Interview and Assessment
Ability to form and maintain appropriate relationships and boundaries with pupils.	Essential	Application Form, Interview and Assessment
Nursing experience and qualification	Desirable	Application Form, Interview and Assessment
Knowledge of nursing in a school environment and mental health	Desirable	Application Form, Interview and Assessment
Flexibility with working shifts	Desirable	Application Form, Interview and Assessment

STAFF BENEFITS

AT MSJ

Malvern St James Girls' School prides itself on its warm, friendly and welcoming environment where all staff are encouraged to play a part in a successful and supportive community.

A selection of MSJ staff benefits* can be seen below:



**COMPETITIVE
PACKAGE**



**FREE LUNCH
PROVIDED**



**FREE GYM
MEMBERSHIP**



**PENSION
SCHEME**



**CHRISTMAS
SHUTDOWN**



**PROFESSIONAL
DEVELOPMENT**



**DISCOUNT ON
SCHOOL FEES**



**FREE
PARKING**



**TREAT
THURSDAYS!**

**Some benefits such as pension enrolment activate after completing three months' employment with Malvern St James*

APPLICATION PROCESS

AT MSJ

1

Complete your application form, which must include all dates of previous employment and give reasons for any gaps in employment. **A CV will not be accepted instead of a completed application form.**

2

You should also include a covering letter with your application, which should not repeat the contents of the personal statement section within the application form.

3

Submit your completed application form and covering letter to the HR Department. Post to Malvern St James, 15 Avenue Road, Great Malvern, Worcestershire, WR14 3BA, or email to recruitment@malvernstjames.co.uk

4

Closing date: Open, however, we reserve the right to appoint as soon as we find the right candidate

GENERAL REQUIREMENTS

This job description is not necessarily a comprehensive definition of the post; it is to be enabling rather than restrictive.

It will be reviewed at least once every year and it may be subject to modification or amendment at any time after consultation with the post holder.

REFERENCES

References of shortlisted candidates will normally be taken up before interview, one of which should be from your most recent employer.

Two satisfactory references are required before the appointment is confirmed. The appointment of the successful candidate will also be subject to satisfactory Enhanced DBS checking.

Malvern St James is committed to safeguarding and promoting the welfare of children; all applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, Online checks and the Disclosure and Barring Service clearance at enhanced level.



MALVERN ST JAMES
Girls' School

15 Avenue Road, Great Malvern
Worcestershire WR14 3BA
United Kingdom

E recruitment@malvernstjames.co.uk

T +44(0)1684 892 288

www.malvernstjames.co.uk