



WESTONBIRT

Health and Wellbeing Assistant

(Part Time, Fixed Term, Maternity Cover)

Candidate Pack



Westonbirt, Tetbury, Gloucestershire, GL8 8QG
01666 880333 www.westonbirt.org
Westonbirt Limited, registered in England Number 11297618

WS WISHFORD
SCHOOLS

WESTONBIRT

Westonbirt is a co-educational day and boarding school for pupils aged 3 to 18, located in a stunning rural setting in the heart of the Cotswolds. Set in a Grade 1 listed manor house in 210 acres of beautiful landscaped grounds, the school enjoys a reputation for high academic standards within a caring, happy environment. The school benefits from excellent sports facilities which include a Sports Centre, a 25m Swimming Pool and a 9-hole Golf Course.

Pupils at Westonbirt benefit from a full and challenging curriculum with expert teaching and wide-ranging extra-curricular activities. They build skills, knowledge and a love of learning that will serve them throughout their education. The setting itself plays an enormous role in the school experience, where students build confidence and can take risks in a safe environment.

Operationally, Westonbirt comprises Westonbirt Prep School (ages 3-11), Westonbirt School (ages 11-18), Westonbirt Leisure (sports centre and golf course) and Westonbirt House (weddings and events).

For more information on Westonbirt, please visit: www.westonbirt.org

WISHFORD SCHOOLS GROUP

In May 2018, Westonbirt Schools joined the Wishford Schools group. Founded in 2011, the group currently comprises nine independent schools in Wiltshire, Gloucestershire, Berkshire and Kent. The group aims to provide an excellent education to all pupils, giving every child the opportunity to shine. Standards and expectations are high, and staff and pupils are challenged and supported to give their best.

Schools work closely with the group's senior leaders to define the school's strategy and then enjoy the autonomy to run their schools, while benefiting from the support that membership of the group brings. In addition to strategic input and the sharing of best practice, schools are able to access group expertise in property, legal, HR, finance, compliance and marketing.

For more information on the Wishford Schools group, please visit: www.wishford.co.uk

THE OPPORTUNITY

An exciting opportunity has arisen for a Schools Health and Wellbeing Assistant at Westonbirt Schools.

The Health and Wellbeing Assistant is responsible for supporting the Health and Wellbeing department providing administration for the department and medical care to boarding and day pupils of Westonbirt School and first aid care to all members of the school student community.

The role is for 3 full days 8am to 5.30pm, Wednesday, Thursdays and Fridays, term time only for a fixed term of up to one year to cover a period of maternity leave. Additional hours maybe required on occasion and these will be paid at an hourly rate.

This role is to commence as soon as possible.

Full details of the job description and person specification can be found below.

APPLICATION PROCESS & IMPORTANT DATES

To pursue an application, please complete the school's application form which can be found on the vacancies page of the school's website and submit by email to hr@westonbirtschool.uk The application form should be accompanied by a covering letter addressed to the Headmistress of no more than one page.

The closing date for applications is the 7 December 2023.

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.

Interviews will be held as suitable applications are received.

CONTACT DETAILS

If you have any queries or would like further information, please do not hesitate to contact Michelle Andrews, HR Officer on 01666 881361 or michelle.andrews@westonbirtschool.uk

Westonbirt Schools and the Wishford Schools group are committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, reference and medical checks and the Disclosure and Barring Service.

Health and Wellbeing Assistant (Part Time, Fixed Term, Maternity Cover)

Job Description

Overview

The Health and Wellbeing Assistant is responsible for supporting the Health and Wellbeing department providing administration for the department and medical care to boarding and day pupils of Westonbirt School and first aid care to all members of the school student community.

Responsibilities

- To assist in the provision in the care to pupils of both schools whilst on site. This will include organising rotas, clinics, doctor's surgeries, arranging for pupils to attend medical, dental or other health appointments, assessing and implementing in-patient care, providing provision of first aid and emergency care.
- To assist in promoting health & wellbeing across both schools, keeping up to date with current health initiatives.
- To take effective preventative health measures including monitoring and following specific directives and best practice in respect of immunisation procedures, infectious diseases control & the safe disposal of clinical waste.
- Comply with the school's health & safety policy and whilst on duty, take specific responsibility for all health and safety matters relating to the Health & Wellbeing Centre: maintain stock of First aid kits, ensure the safe storage, usage and disposal of medical supplies and drugs, maintain stock, hygiene and tidiness, maintain records of reported accidents.
- To assist in the maintenance of medical and nursing records, including computerised records, accurately, confidentially and safely, record the dispensing of drugs following protocols, set up and organize School medical examinations and maintain general office procedures.
- Maintain an appropriate level of training in all areas of practice.
- Work closely with other members of the Health & Wellbeing Centre team ensure seamless and continuous care is provided and liaise with house staff, tutors, teachers, school staff, school doctor, social services if need be and other internal or external departments as necessary.
- At all times, work within the school's policies and procedures, ensuring compliance with the School's Health & Safety, Child Protection, the Health and Safety at work Act and National Care Standards

Person Specification

- Excellent written and oral communication skills and knowledge of ICT
- Ability to work on own initiative and evidence of ability to make sound clinical decisions independently
- Suitable to work with children
- Hold a current Paediatric First Aid Qualification or be willing to obtain one
- Flexible approach to work and time management