



School Medical and Welfare Officer

Candidate Information Pack



Sackville School

TOGETHER WE ACHIEVE



Dear Applicant,

We are delighted that you are looking to join our team.

Sackville is a vibrant school, with supportive families, colleagues and students who behave well and are a genuine delight to be around. This is a harmonious and happy place to work, with colleagues who want the very best for our students and work hard to achieve it. Our motto of 'Together We Achieve' very much resonates throughout the school.

Our academic standards are high, and our students make good progress with Progress 8 consistently being above average. We regularly have students achieve places at Oxbridge, with many more going on to Russell Group and other universities. However, as a truly inclusive and comprehensive school, we are equally proud of the students who successfully move on to apprenticeships, and into employment or training to meet their personal ambitions.

Pastoral care and the support we give students to achieve in life and in learning is of equal importance to us. We believe that every member of our team has a part to play in this and is central to the success of our new smaller Communities system, putting student engagement, wellbeing and success at the heart of all that we do and aspire to.

We believe in offering a broad and balanced curriculum in which trips, visits, clubs, charity work and competitions play a vital part. Our ambition is for our students to leave us with the best grades possible to support the next step of their journey, but we will only have fully achieved our vision if they also leave as well rounded, confident and curious young adults who believe in themselves, that anything is possible and go on to achieve great things in their future.

We offer a wide variety of extra-curricular provision. Art, drama, music, sport and debating are all very strong at Sackville and we are very proud of the level of success that has been achieved in these valuable curriculum areas, as well as the opportunities given to provide inclusive and enriching activities for all.

We are a 'Leading Edge' school, with recent awards from the SSAT for our work on Professional Learning, Principled Curriculum Design, Engaging with Evidence and Research and Leadership Through Moral Purpose. The provision of high quality teaching and learning is fundamental to our success and staff really value the collaborative opportunities for professional dialogue and training, both within our own school, across our Federation of schools and through national networks such as the SSAT, Challenge Partners and PiXL.

"Our vision is for a safe and inclusive community that enables every student to reach their full potential and develop a love of learning, by living our values every day".

Our fundamental belief is that every student has potential, gifts, and talents. It is our job, no matter what role we have in school, to provide the opportunities, challenge, guidance, and support that enables them to truly flourish. We have high expectations of our students who we expect to work hard, live our values and fully engage in school life every day.

If you think this could be the role for you, we encourage you to come and visit to see for yourself or arrange to have an informal conversation with us. Visits can be arranged by contacting hr@sackvilleschool.org.uk or telephoning 01342 414900. An application pack is available from our school website at www.sackvilleschool.org.uk.

Yours faithfully



Jo Meloni
Headteacher

School Medical and Welfare Officer

Full Time- Term Time Only, 5 days per week

Hours: 30 hours per week. Part time or job share is also possible.

Salary range: Grade 4, point 5 £24,790

(pro rata £17,007.69 based on 30 hrs/pw term time only)

We require a Medical and Welfare Officer to work within our well established team at Sackville School. Sackville is a community of like minded people with a shared vision to provide the best possible learning experiences, in a friendly, safe and welcoming school. We have high expectations and ambitions for all our students and live by our motto 'Together We Achieve' and our shared school values.

As the School Medical and Welfare Officer, you will be the first point of contact for medical and welfare needs during the school day. Your role will be crucial in supporting the health, safety and emotional wellbeing of our students, staff and visitors. Working closely with pastoral staff, parents, and external health services, you will ensure a high standard of care and contribute positively to the school's welfare provision.

We are unapologetically ambitious for every child, no matter what their background, prior attainment or needs. We are an inclusive school and believe that all young people have gifts, talents and interests, it is our job to provide the opportunities and encouragement to help them flourish.

The successful applicant will:

- have experience or training in first aid
- be highly organised, proactive, and have a calm, reassuring manner
- have a genuine interest in supporting young people and promoting a caring school ethos
- Is flexible, team-oriented, and willing to support wider school initiatives

Hours: 30 hours per week, across five full days (8.30 am-3.00pm), term time only. (Inclusive of a 30 min unpaid lunch).

Salary range: Grade 4, point 5 £24,790 (pro rata £17,007.69 30 hours per week term time only)

Closing date: Monday 23 June at 8.00 am. **Interview date:** w/c 23 June 2025

Further details are available from hr@sackvilleschool.org.uk

We reserve the right to shortlist and interview prior to the closing date, so early applications are encouraged.

Please address your letter of application to Ms Jo Meloni Headteacher, explaining how your experience has prepared you for this role, on no more than two sides of A4. Send this together with the application form and safer recruitment form to hr@sackvilleschool.org.uk



Sackville School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The post is covered by the Protection of Children Act and any successful applicant will be required to undertake an Enhanced Disclosure check by the Disclosure and Barring Service. It should be noted that it is a requirement of the Governors of Sackville School that candidates should, whenever possible, name as referees current and former employers (via Heads or Principals where employment at educational institutions is concerned).

JOB DESCRIPTION

School Medical and Welfare Officer

JOB PURPOSE:

- To provide first port-of-call medical and welfare assistance for the school.

KEY DUTIES AND RESPONSIBILITIES:

WELFARE RESPONSIBILITIES:

- Administer first aid and welfare support as appropriate to students, staff and visitors on-site during school hours
- To assess whether the student's parent/carer needs to be contacted and the student collected from school.
- To receive medicine brought in by students to be taken by the student that day; to oversee students taking this medicine.
- Monitor students' epipens and inhalers across the School and ensure all medication kept on site is stored in an orderly and labelled manner and is in date. Notify parents of any out-of-date medication that requires replacing
- To maintain accurate records relating to student medical records/medication, including input of all new starters' medical information.
- To implement healthcare plans for students as necessary.
- To complete and collate accident forms for school records and parent/carer information, and provide summary of accidents for the Governing Body.
- Identify any recurring problems and make recommendations for any appropriate remedial action to the School's Business Manager (accidents) or Deputy Headteacher (pastoral issues)
- To maintain and order stocks for first aid kits within the annual medical budget.
- Liaise with School Health, timetable and oversee the running of vaccination days.
- Be familiar with the School's various medical and first aid policies and advise of any appropriate updates required
- Liaise with the Business Manager to ensure all First Aid boxes and School Defibrillators across the School are regularly checked and have necessary labelling, are kept fully stocked and/or in full working order.
- Regularly audit First Aid kits and re-stock as necessary to ensure adequate kits are available for all out of school trips.
- Produce and display for staff Epipen/Severe Allergies/Individual Treatment Plan reports with photographs as appropriate.
- Keep a record of all First Aid kits taken off site and ensure returned and replenished after trips
- Support with the upkeep of the second hand-uniform shop in reception

ADMINISTRATION DUTIES:

- General administrative duties including email, telephone contact, filing, photocopying as necessary.
- Providing cover where necessary due to lunch/staff absence to other areas of the office e.g. AVA, Reception,
- Use of computerised systems including Word and Excel, Google Docs, Google Sheets, Bromcom
- Assisting in the safeguarding and welfare of children.

REVIEW AND DEVELOP OWN PROFESSIONAL PRACTICE:

- Develop and maintain effectiveness as a member of the school staff by taking responsibility for own continuing professional development. Demonstrate a willingness to engage with further training and other opportunities to gain appropriate skills, knowledge and vocational or academic qualifications.

STANDARDS AND QUALITY ASSURANCE:

- Support the aims and ethos of the School.
- Set a good example in terms of dress, punctuality and attendance.
- Follow and uphold School policies.
- Participate in staff training.
- Develop links with the Governors, West Sussex Education Authority and neighbouring schools as appropriate.

This job description may be amended at any time following discussion between the Headteacher and member of staff and may be reviewed annually during your PDR. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties. The Post Holder must be prepared to carry out additional duties, which may reasonably be required by the Headteacher.

PERSON SPECIFICATION

School Medical and Welfare Officer

In order to undertake the post successfully it is anticipated that the following skills and qualities will be required. Selection will be made on the basis of this person specification with evidence drawn from the application form, confidential references and candidate's answers at interview.

You will be required to have full commitment to all school policies and to safeguarding and protecting the welfare of children and young people.

| <u>Education and Training</u> | Essential | Desirable |
|--|------------------|------------------|
| A good level of education including GCSE grade C or equivalent in Mathematics and English | | ✓ |
| Emergency First Aid qualification (First Aid at Work Level 3 desirable) | | ✓ |
| Registered nurse or nursing/paramedic qualification | | ✓ |
| Ability to use ICT (Word, Excel, Bromcom) for administration and learning | ✓ | |
| <u>Knowledge and Experience</u> | | |
| Experience of working with young people | ✓ | |
| Ability to work with commitment as an individual and as part of a team | ✓ | |
| Ability to use initiative and implement ideas | ✓ | |
| Willingness to attend training | ✓ | |
| Prior experience as a Medical and Welfare Officer or School Nurse | | ✓ |
| Ability to work under pressure | ✓ | |
| Ability to prioritise | ✓ | |
| <u>Communication</u> | | |
| Ability to communicate meaning accurately both in written and spoken form | ✓ | |
| Ability to use ICT to achieve effective communication | ✓ | |
| <u>Personal Qualities</u> | | |
| Patience | ✓ | |
| Enjoy working with young people | ✓ | |
| Flexibility, enthusiasm, creativity | ✓ | |
| Ability to work sensitively with a wide variety of people | ✓ | |
| Ability to remain calm | ✓ | |
| <u>Other requirements</u> | | |
| Commitment to promoting our school vision and values | ✓ | |
| Commitment to the school and Local Authorities Equal Opportunities Policy and Practice | ✓ | |
| Excellent attendance and punctuality record | ✓ | |
| Commitment to ongoing personal development and willingness to undertake appropriate training | ✓ | |

Appointment to the post is subject to a satisfactory enhanced DBS check. The post is exempt from section 4(2) of the Rehabilitation of Offenders Act 1974, as the duties give access to persons who are under the age of 18. Applicants are not entitled to withhold information about convictions, which would be regarded as spent for other purposes.

Why Sackville?



CONTINUED PROFESSIONAL DEVELOPMENT

- We are committed to developing all of our staff
- Comprehensive programme of CPD is available to all staff
- Tailored approach to fit the individual and their own needs and ambitions
- Membership of a number of external organisations designed to aid training and development across the school



COMMUNITY

- A supportive and friendly staff group who will always go the extra mile for each other
- Weekly 'Staff tea' to bring colleagues from across the school together
- The school plays an important part in the local community, and is committed to working with local groups and charities



STAFF WELFARE

- We subscribe to the Employee Assistance Programme
- Supportive community based on support and wellbeing
- Full free access to our fitness suite



MID SUSSEX FEDERATION of SCHOOLS

- We work in close collaboration with our Federation schools including
 - Joint INSET
 - Cross federation coaching to support leaders & teachers



LOCATION

- Beautiful historic town with a positive town identity
- East access to London, Brighton and Tunbridge Wells
- On the doorstep of the South Downs National Park and the Surrey hills
- A few minutes from the stunning Ashdown Forest, home of Winnie the Pooh and friends.



FINANCIAL

- We offer competitive salaries at all levels
- Staff have access to the Teacher's pension or Local Government Pension Scheme
- Access to the West Sussex Choices platform with an array of discounts and savings across major brands



Sackville School

TOGETHER WE ACHIEVE

Our vision is for a **safe** and **inclusive community** which enables every student to reach their full **potential** and develop a **love of learning**, by living our **values** every day.

Our
Vision

Our
Purpose

- ✓ To ensure students develop a **lifelong love of learning**
- ✓ To provide an engaging, broad, and knowledge-rich curriculum through **high quality teaching and assessment**
- ✓ To ensure all students achieve their **potential** regardless of their ability, we **fight for every child**
- ✓ To plan an **ambitious** programme of professional learning for all staff, using **research** and evidence to guide their development
- ✓ To prepare students for the **world of work** and to live fulfilling adult lives as **global citizens**
- ✓ To work closely with other professionals and agencies to serve the needs of our **community**

Together
We
Achieve

Sackville
Way

Our
Values

#SWAY

- ✓ RESPECT
- ✓ KINDNESS
- ✓ PREPARED



Sackville School
on a page

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A **A** MBITION
C **C** OMMUNITY
TEAMWOR **K**
POSITI **V** ITY
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E QUITY



Sackville School

TOGETHER WE ACHIEVE