



RECRUITMENT INFORMATION PACK

PRIMARY FIRST AIDER

PREP SCHOOL

Part-time, Job Share
3 days a week, Monday - Wednesday

Location: Holt, North Norfolk, UK
Required for: September 2024 or at the earliest opportunity

Gresham's School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.



GRESHAM'S
ESTD 1555



**A MESSAGE FROM
DOUGLAS ROBB,
HEADMASTER**

I am delighted that you are considering Gresham's as an employer and hope that you will want to apply for this position once you have found out a little more about us.

Gresham's is an independent co-educational boarding school based in the beautiful Georgian town of Holt, in North Norfolk. The School occupies a large campus across three sites: Nursery and Pre-Preparatory, Preparatory and Senior Schools, with approximately 800+ pupils ranging from 2 years to 18 years. We currently employ almost 400 staff in positions such as teaching and pastoral care, finance, information technology, administration, site services and maintenance, and catering.

We take great pride in our reputation and recognise that this is built on the commitment and skills of our staff. The success of the School and the well-being of staff and its pupils depends very largely on co-operation, trust and respect between us.

We recognise that much time and thought goes into preparing an application, and we in turn, will give your application serious consideration, should you decide to apply.

For those of you who may not be familiar with the outstanding beauty of the North Norfolk Coast, I have a link below which I hope you will find useful:

visitnorthnorfolk.com

With best wishes,

A handwritten signature in black ink that reads "Douglas Robb". The signature is written in a cursive style and is positioned above a horizontal line.

Douglas Robb



**A MESSAGE FROM
CATHY BRAITHWAITE,
HEAD OF PREP SCHOOL**

Thank you for your interest in Gresham's Prep School. We are a thriving community of learners and warmly invite you to find out a little more about our School in the hope that you will be keen to apply for this position. Please do not hesitate to contact the School if you wish to learn more; we would love to speak to you or invite you to visit us.

We welcome pupils from the age of 2 to 7 years old into our vibrant Nursery and Pre-Prep, based in Old School House. Our children transfer to our nearby purpose-built Prep School site in Year 3, where they remain until Year 8. The Prep School has its own curriculum, following schemes of work which have been written by our Heads of Department to incorporate the best aspects of the National Curriculum, the Common Entrance Syllabus and our own bespoke enrichment programme.

Our wonderful environment and excellent facilities allow children the freedom and opportunities to develop themselves to the full. As well as bright, spacious and well-equipped classrooms we have a purpose-built Art, Design Technology and ICT building (the Butterwick Centre), a modern Music School and spacious grounds and playing fields.

We share the use of many excellent facilities at the Senior School including the Auden Theatre, the Britten Music Building, the Chapel and superb sporting facilities including a 25-metre swimming pool, two full size astro turf hockey pitches, squash courts, a large sports hall and a shooting range. Our Outdoor Education Centre in the School woods provides fantastic opportunities for practical learning about the environment as well as fun and adventure. Our children also have the opportunity to visit the brand-new Dyson building.

Although most of our pupils come to the School daily, boarding is central to the life of the School. Our two boarding houses, Crossways and Kenwyn, are homely and comfortable and are the base for all pupils whether day children or boarders. Many day children opt to join our boarders as flexi-boarders for up to three nights a week. Our extensive activities programme runs until 6.25pm and large numbers of children opt to stay to take part in this. Of course, our greatest asset is our talented, dedicated and inspirational staff team providing outstanding teaching and pastoral care.

The key message in our Gresham's Code is to be kind and this is central to all that we do.

With Best Wishes,

Cathy Braithwaite



THE PREP SCHOOL

Good relationships, good humour and commitment to the progress and welfare of all our pupils lie at the heart of all we do at Gresham's Pre-Prep School.

Working here requires great commitment but is very rewarding.

SCHOOL LIFE

Life at Gresham's Prep School is great fun! Our ethos is built around being kind, with the 'three R's' of Respect, Resilience and Responsibility at the core of all we do here. Our boarders begin their day with a delicious breakfast and our day pupils join them between 8 and 8.20am, when children head to their tutor groups to start the day. A rich mix of academic lessons, sports and extra-curricular activities built into each day ensures that our children have a wide variety of opportunities to explore their talents and interests across 6 days a week, Monday – Saturday during term time.

Prep is completed at school in tutor groups, leaving evenings free to relax with family or to participate in activities from competitive swimming to bullet journaling, to rehearse for drama productions or to train in a variety of sports. Saturday School (from Year 5 upwards) starts with our Chapel service and includes academic enrichment, sport and a choice of afternoon activities from mountain biking to sea-fishing and mural making to robotics.

SAFEGUARDING

Gresham's School takes its responsibility to ensure that all children are safe and protected from harm extremely seriously. All staff are required to be committed to protecting the well-being of every child. The school has comprehensive safeguarding procedures with which all staff must be familiar.

INSET AND CAREER DEVELOPMENT

All members of staff take part in regular professional reviews. Regular meetings with the Head of Prep and senior leaders allow staff to develop personally and professionally through dialogue, self-review and continual professional training opportunities. The school is committed to supporting staff development both personally and professionally.

J O B D E S C R I P T I O N A N D P E R S O N S P E C I F I C A T I O N

The Job Description contains the main details of the tasks and responsibilities of the post.

The Person Specification lists the criteria that applicants are required to demonstrate in order to be successful in undertaking the role. These are listed in terms of qualifications, personal qualities and professional experience and skills, and will be used in the shortlisting process and to form the basis for questions asked at interview.

J O B D E S C R I P T I O N : P R I M A R Y F I R S T A I D E R

Reporting to: Senior Lead Nurse

The Role: Primary First Aider

We are currently seeking to appoint a dedicated staff member who will act as a Primary First Aider for pupils at the Prep School. The role is offered on a job share basis working Monday, Tuesday and Wednesdays during term time.

We require a dedicated Primary First Aider to join Gresham's Prep School Team. We are looking for someone who is organised, reliable, competent, adaptable and conscientious. The successful candidate will act as a primary first aider for pupils and facilitate the management and care of day and boarding pupils under the guidance of the Senior Health Centre team. The First Aid room is staffed across 6 days during term-time, Monday to Friday.

The first aid room is a fully equipped treatment room to aid in all aspects of medical first aid care and treatment for minor injuries and illnesses. The successful candidate will report to the Senior Lead Registered Nurse. Relevant first aid training is essential and any further training required will be facilitated by the Senior Lead Nurse and the Health Centre team during inset days across the academic year.

R E S P O N S I B I L I T I E S

M e d i c a l

- Be the first point of contact for all instances that arise in school for pupils requiring medical attention
- Receive handover from boarding staff on any medical issues that arose overnight and implement plan for the day
- Provide handover at the end of shift to boarding staff on any medical issues that arose during the day and advise on the plan for overnight care

- Book GP medical appointments as and when required for boarders
- Meet and greet day pupil parents/guardians at the front of school, discuss health issues, prescriptions and document and inform accordingly
- Meet day pupil parents at the end of the day to hand over medicine or information
- Deliver first aid assistance, including administering first aid for minor injuries and illnesses following thorough A through to G assessment and triage with Health Centre RNs accordingly
- Contact and report to parents on any presenting medical issues and organise collection when required
- Bring boarders to the Health Centre for GP and RN assessments when required
- Ensure that the first aid room is prepared daily and all related equipment and supplies are suitably maintained
- Maintain a record of medical room stock control, expiry date log and inform Health Centre team when stock requires replenishing
- Implement and promote infection management and control within the Prep School and report on any communicable diseases
- Support House Parents, Matrons and boarding staff with all medical and wellbeing matters for day pupils and boarders
- Organise and implement new pupils' medicals and liaise with Health Centre RNs accordingly
- Contact parents/carers if a pupil needs to go home, adhering to school medical policy during the process
- Be responsible for receiving, recording, safe storage and issuing pupil medication including controlled medications
- Update staff if appropriate on any new medical issues relating to pupil welfare
- Maintain the treatment books and manage the arm band system for all presentations as required
- Prepare and report all accidents/incidents in line with school policy & legislation
- Work alongside Health Centre team to design and deliver relevant health promotion programs

A d m i n i s t r a t i v e

- Perform admin tasks relating to pupils' requirements including updating SIMS
- Being responsible for keeping up to date with the requirements of the role, by attending appropriate INSET training days and meetings, and keeping abreast of changes in legislation
- Being aware of and complying with policies and procedures relating to child protection, equal opportunities and race equality, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person
- Undertaking any other duties commensurate with the post as may be required by the Health Centre and Head
- Keep up to date with mandatory training as per Health Centre team guidance
- Monitoring conditions and staff work practices
- Ensuring hazard control measures are implemented and maintained.

The position gives the regular opportunity for contact with children and young people and is therefore classed as a regulated activity.

The role therefore requires:

- Having read and understood current KCSIE guidance and the School's Safeguarding and Child Protection policy, and a commitment to implementing these
- Attending all Safeguarding training
- A commitment to ensuring Gresham's is a safe environment through a sensitive and vigilant approach to working with young people, and to reporting all concerns

P E R S O N S P E C I F I C A T I O N

Q U A L I F I C A T I O N S	E S S E N T I A L	D E S I R A B L E
Educated to A Level standard (or equivalent)	✓	
GCSE (or equivalent) Grade 4-5 (C) and above in English and Maths	✓	
Current First Aid certificate including Paediatric	✓	
Current First Aid at Work	✓	
Hold a valid driver licence	✓	
Evidence of commitment to CPD	✓	
W O R K E X P E R I E N C E , P E R S O N A L C O M P E T E N C I E S A N D S K I L L S	E S S E N T I A L	D E S I R A B L E
Experience of working in an educational setting, health centre or medical room		✓
Ability to work independently and as part of a wider team and collaborate effectively with the Health Centre Registered Nurses (RNs)	✓	
Able to administer First Aid, medication and controlled drugs and document accurately	✓	
Ability to identify when to refer to the health centre for further guidance and advice on treatment	✓	
Ability to support the needs of children with medical conditions and act based on relevant health care plans	✓	
Understanding of risk assessment and risk management		✓
Understanding of clinical presentations, treatment and ability to triage accordingly	✓	
Understand and uphold the Rights of Confidentiality in line with legal duty to pupils and maintain medical records accurately.	✓	
Experience of safeguarding children, procedures, and reporting as per the School's Safeguarding and Child Protection Policy	✓	
To safeguard and promote the health and wellbeing of all pupils without discrimination	✓	
Experience of working with children and young adults	✓	
Awareness of public health services and legislation		✓
Ability to interact positively with colleagues, parents, pupils and visitors to the School and outside agencies	✓	
High standard of clinical work, decision making, competence and reporting	✓	
High standard of organisational skills	✓	
Able to follow and work within the role's job description and guidelines and refer to Health Centre as appropriate	✓	
Sports injury related training		✓

Happy to work in a team and be guided by others	✓	
Experience in occupational health and infection control		✓
Outstanding communication skills in person, on the telephone and in writing	✓	
Ability to build strong relationships with children, parents, staff and medical professionals	✓	
Ability to work with complete discretion	✓	
A working knowledge of SIMs software package		✓
Good IT skills, including knowledge and use of Microsoft Office	✓	
Ability to promote and safeguard the welfare of children	✓	
Willingness to learn new skills	✓	
Ability to work in a non-judgmental way	✓	
Ability to maintain a professional therapeutic relationship with pupils, parents and colleagues with an awareness of personal limitations and role boundaries	✓	
Ability to prioritise a multitude of tasks within a busy environment	✓	
Ability to work accurately and efficiently with attention to detail	✓	
Willingness to comply with all school policies and procedures	✓	
Physically and emotionally resilient character	✓	
Confidence and competence to work independently and make some quick, important decisions/judgements on referral	✓	
Caring and supportive personality	✓	
Good sense of humour	✓	
Flexible, motivated, adaptable, 'can-do' attitude	✓	

REMUNERATION AND OTHER BENEFITS

FIRST AID ROOM OPERATING HOURS

56.5 hours across 6 days as set out below (33 weeks term-time plus INSET days)

Monday, Tuesday, Wednesday, Thursday & Friday – 7:45am – 5:45pm

Saturday – 9:15am – 4:15pm

WORKING HOURS OF VACANT ROLE

Monday, Tuesday & Wednesday

Total paid hours 1108 - 28.5 hours (as above) x 33 weeks + 48 hours for 6 INSET days + paid statutory holiday

SALARY

£12,941.44

Total paid hours – 988.5 working hours (940.5 TT + 48 INSET) + 119.5 paid holiday hours = 1108

- School's Contributory Pension Scheme (after completion of three months' service)
- Private Medical Scheme (contributory)
- Free school lunch during term-time when on duty
- Car parking on site
- Life Assurance

P E R S O N A L D E T A I L S

ELIGIBILITY TO WORK

When you apply for any of our school vacancies, it is important that you are aware of your eligibility status and can meet the criteria set, for you to legally work in the UK. Appointment will be subject to verification of the appointee's valid Right to Work (RTW) in the UK documentation.

For more information, visit the <https://www.gov.uk/legal-right-work-uk>

EQUAL OPPORTUNITIES MONITORING FORM

In order that we can continue to develop our commitment to equal opportunities you are asked to complete the Monitoring Form. This will be detached from your application on receipt and kept securely within the HR Department. It is used purely for monitoring the effectiveness of the School's Equal Opportunities Policy Statement and will not be seen by those responsible for shortlisting and interviewing. A copy of the School's Equal Opportunities Policy Statement is available on request.

RETENTION OF RECORDS

The application forms of unsuccessful candidates will be held confidentially in the HR Department and destroyed after three months.

All documents resulting from the interview process will be retained on file by the HR Department and destroyed after six months. (Privacy Policy is available on our website: www.greshams.com.)

DISCLOSURE AND BARRING SERVICE

Gresham's aims to promote equality of opportunity for all and therefore welcomes applications from a diverse range of candidates. Criminal records will be taken into account for recruitment purposes only where the conviction is relevant.

As the School meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, your offer of employment will be subject to an enhanced disclosure from the Disclosure and Barring Service (DBS) before the appointment is confirmed.

INTERVIEW PROCESS

If you are invited to attend an interview you will be required to complete a *Suitability to Work With Children Declaration Form* prior to interview and provide evidence of your identity on the day of your interview, from the following examples:

- a UK Birth certificate
- passport and/or UK driving licence (including a photo-card);

- UK firearms licence;
- Evidence of your Right to Work status
- a utility bill or bank/building society statement showing your name and home address (less than three months old);
- documentation confirming your National Insurance Number (P45, P60 or National Insurance Card);
- original documents of educational and professional qualifications referred to in your application form.

If you have changed your name by deed poll or any other mechanism (e.g. marriage, divorce, adoption, and statutory declaration), you will be required to provide documentary evidence of the change.

For Teaching Posts: You will be contacted prior to your interview with the details of at least one teaching lesson that you will be expected to take. The interview process will involve a number of interviews with different members of staff and a tour of the School and/or department.

Support Posts: As well as a face to face interview, the selection process may include some other form of assessment e.g. administrative test, demonstration of practical skill, a presentation, etc.

Please note: Should you be successful following interview, you will be asked to provide documentation to assist in the processing of an Enhanced Disclosure (DBS).

Details of Online Profile: Keeping Children Safe in Education (KCSIE) asks schools to carry out online searches on shortlisted candidates as part of the process of assessing suitability. All candidates are therefore required to provide the following information as part of your application:

- the social media platforms on which you have accounts;
- the account names/handles for all of your social media accounts, including any under a nickname or pseudonym;
- any websites you are involved with, in or featured on or named on; and
- any other publicly available online information about you of which the School should be made aware.

If you are shortlisted for the role, we may carry out an online search based on the information you provide within the application form. If we carry out a search, we will also search more widely for any other online information about you.

You are **not** required to provide account passwords or to grant the School access to private social media accounts.

If you are not shortlisted for the role, online searches will not be carried out on you.

CONDITIONAL OFFER OF APPOINTMENT

Any offer to a successful candidate will be conditional upon the following:

- Valid Right to Work documentation in place;

- receipt of a minimum of two satisfactory references;
- verification of identity and qualifications;
- a satisfactory DBS (Disclosure and Barring Service) disclosure;
- verification of professional status such as Qualified Teacher Status (QTS), where required, verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999);
- where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the School may require in accordance with statutory guidance;
- verification of medical fitness. Completion of a medical declaration and satisfactory medical examination in certain circumstances;
- completion of Online Safeguarding Training (details of the provider will be sent by HR)

S A F E G U A R D I N G

All adults working at Gresham's have a responsibility to safeguard and promote the welfare, both physical and emotional, of every pupil, both inside and outside the School. This involves ensuring that pupils are protected from significant harm and having a positive commitment to ensure the satisfactory development and growth of the individual.

Everyone working in the School must be aware of, understand, and follow the School's Safeguarding and Child Protection Policy, which follows Norfolk Safeguarding Children's Partnership (NSCP) practice and procedures, and Keeping Children Safe in Education 2023 statutory guidance. All staff are required to be trained in Safeguarding and Child Protection as part of their terms and conditions of employment, and this is carried out online before employment commences.

W A R N I N G

Where the information on a candidate is found;

- to be on the DBS Children's Barred List,
- to be on the Protection of Children Act List
- their DBS disclosure shows they have been disqualified from working with children by a court
- they have been found to have provided false information in their application or in support of their application or are the subject of serious expressions of concerns as to their suitability to work with children

The facts will be reported to the Police and/or the DfES Children's Safeguarding Operation Unit.

Q U E R I E S

If you have any queries at all about your application or the recruitment process, please contact the HR Department on 01263 714623/714589 or email hr@greshams.com

HOW TO APPLY

PRIMARY FIRST AIDER

If you would like to apply for the position of Primary First Aider, you will need to complete an application form.

Completing the application form is the first stage of the selection process. The information you provide will be used to decide whether or not you will be shortlisted for further stages/an interview. It is therefore very important that you complete your application form accurately and as fully as possible, including all the information you think is relevant.

COMPLETING YOUR APPLICATION FORM

- Please read through all information provided before completing your application form
- We require information about all applicants to be presented in a consistent format. Please include a CV if you wish, **however** this must not be submitted in place of the application form
- Complete all sections; do not leave any blanks enter N/A if not applicable and provide as much information as possible
- Continue on a separate sheet if you require more space to complete any section

GUIDANCE FOR THE COMPLETION OF THE SECTION 'STATEMENT OF QUALITIES/ATTRIBUTES'

This is an important section of the application form as it gives you the opportunity to tell us specifically why you think you should be considered for the job, showing how well your skills, abilities and experience meet our requirements. Please provide clear examples when outlining all your experiences whether relevant or not.

For teaching staff it is important that you use this section of the application form to outline how you will contribute to extra-curricular activities at Gresham's.

REFERENCES

All offers of employment are subject to the receipt of a minimum of two satisfactory references. One of your references must be from your current or most recent employer. If your current/most recent employment does/did not involve working with children, then the second referee should be from the employer with whom you most recently worked with children (this applies to teaching posts). **Neither referee should be a relative or someone known to you solely as a friend.**

Please note: Shortlisted applicants for all posts (academic and support) are advised that references will be taken up prior to interview. Unless you ask us not to, we will assume it is acceptable to contact your referees at any time.

SUBMISSION OF APPLICATIONS

All application forms should be returned to, applications@greshams.com or by post to:

Gresham's School
HR Department
Cromer Road
Holt, Norfolk
NR25 6EA

Please submit your application by the closing date of **15th August 2024**. If your application is submitted after this time, we will not be able to accept it. Interview date to be confirmed.

Required for: September 2024 or at the earliest opportunity.

Please note: We reserve the right to interview and appoint during the period up to and including the closing date.

Please be aware that if you have not heard from us within 21 days of the closing date, unfortunately, your application has been unsuccessful. Due to the overwhelming response we receive to our vacancies, we provide feedback only to those applicants who are interviewed.



Gresham's School, Cromer Road, Holt, Norfolk, NR25 6EA

01263 714500

www.greshams.com

Registered Charity No: 1105500