



KINGS'

SCHOOL • WINCHESTER

Job title: School First Aider/Pupil receptionist

Salary: Grade C FTE £24,405 - Actual £14,105

Hours: 25 hours, 39 weeks (9:15am – 2:15pm)

We are looking for a reliable and enthusiastic Matron to join our excellent support team. You will assist the matron team with the daily operation of the department.

Kings' is an exciting and rewarding place to work: our pupils are keen to learn and succeed; they appreciate the support and dedication of the whole school. You will have a passion for supporting our teachers and in turn the learning of our pupils, and a desire to play a central role in our school mission: inspiring futures, exceptional character, and academic excellence.

This is an exciting opportunity for motivated and highly organised individual wishing to join an extremely effective and supportive department; and to contribute to the ongoing growth of Kings' as the school continues to flourish.

The successful candidate will be provided with uniform and full training on appointment.

For further information and to apply for this position, please visit our website at <https://kings-hants.com/support-vacancies/>

Please submit your application to, recruit@kings-winchester.hants.sch.uk

At Kings' we are proud of our ambition to achieve excellence in everything that we do. Our values are simple, we aim to provide all pupils with:

- Inspiring Futures
- Exceptional Character
- Academic Excellence

Our school motto, *Una Laborantes (working together)* exemplifies our beliefs and behaviours. At Kings' our values drive all that we do and as a result we aim for our teachers to enjoy impeccable behaviour in lessons with respectful, hardworking and highly motivated pupils. We are a genuinely comprehensive school that is working to provide a knowledge-rich education for pupils of all backgrounds. The catering department provides an exceptional and invaluable service to the whole school.

These values are not just the values and aims that we have for our pupils, we have the same goals for our staff. We want to invest in you and ensure that Kings' is a centre of excellence for teaching and learning, where teachers thrive because we keep teaching at the heart of all we do. To join us and contribute to this exciting journey, you need to be excited by these three questions:





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- Do you want to be part of a team where you will help make a lasting impact on our pupils, develop strength of character, and help them to fulfil all they can be in the future?
- Do you want to work in a school that values knowledge and ensures that pupils achieve excellent outcomes; a school that ensures that all our pupils are taught the cultural and social capital that enables them to succeed in the world?
- Do you want to work in a school that prioritises your professional development because we know that great people are the key to all our pupils having inspiring futures?

Kings' is highly ambitious with a continuous drive to be even better. We know that it is the staff in the school that make the difference.

Kings' School mission and values

At Kings' our values are at the heart of our school culture. They underpin our mission, that we are ***Working Together to Achieve Inspiring Futures, Exceptional Character, and Academic Excellence.***

We are reminded of our vision by our motto, ***Una Laborantes*** (Working Together), and our core values - developed and agreed by the Kings' community of pupils, staff, parents, and carers - help to guide every child, employee, and volunteer towards attaining that goal.

These values act as our inspiration and navigation in our learning, our work, and our life at school as we work together for our pupil's personal growth and future academic success.

Our school values are to:

- Discover brilliance in everyone
- Have unlimited ambition
- Earn success
- Be kind, be humble, and have integrity
- Make a difference



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Job Description

Job purpose, including main duties and responsibilities:

First Aid

- Assess staff and pupils' medical needs
- Administer appropriate first aid e.g., plasters, bandages etc.
- Refer for onward assessment and treatment by medical practitioner, hospital etc. when necessary

Medication

- Maintain and administer approved medication to pupils in secure conditions in accordance with prescribed courses of treatment and parental authorization

Administration/ Record keeping

- Maintain records/reports including those for statutory requirements e.g. accidents
- Liaise with external medical agencies and make arrangements for visits of school doctor and nurse, and assist as required

Vaccinations

- In liaison with School Nurses, Co-ordinate and oversee the school's annual vaccination Programme

Other duties

- Communicate pupil medical record updates and needs regularly with necessary staff
- Liaise with parents, when appropriate, arranging visits to the school
- Comply with relevant legislation at all times, e.g., Health & Safety
- Remaining up to date knowledge & qualifications in; First Aid & Additional Courses relevant to the role, e.g. managing asthma, epilepsy & allergies
- Support pupils in the pupil reception area

