

Founded 1642



New Hall School

The Best Start in Life



Appointment of

Healthcare Assistant

Closing date for application is:

Midday, Wednesday 1 February 2023

The Health & Wellbeing Centre Team

The Health & Wellbeing Centre team has responsibility for the health and welfare of our large School community. The team provides care for approximately 250 boarding students and a number of resident members of staff. During the School day, the team oversees the welfare of over 1,000 day students across the Nursery to Sixth Form (ages 1-18). As well as managing the day-to-day health issues that arise within the School, the Health & Wellbeing Centre team liaises with external agencies to organise health programmes such as vaccinations. The Health & Wellbeing Centre team promotes healthy lifestyles, provides health and dietary education and gives support.

The Health & Wellbeing Centre team comprises two School Nurses, a Healthcare Assistant, a Head of Health Education, and a School Counsellor. This team is supported by a GP, who is our School Medical Officer. The GP offers regular surgeries within the Health & Wellbeing Centre (currently two days per week). The School is considering plans for on-site Physiotherapy.

In September 2022, the School opened a new building for the Health & Wellbeing Centre and expanded the provision in this area. The Centre contains consultation, treatment and waiting rooms, overnight student rooms and on-call staff accommodation, the School Counsellor's room, as well as office and kitchen facilities. Situated between the Prep and Senior Divisions buildings and close to the Sport pitches, the Health & Wellbeing Centre is ideally located to provide the wide range of care required at New Hall School.

Working at New Hall School

As an employee at New Hall School, you will enjoy working in a vibrant community with a strong sense of teamwork. As a boarding school, we are 'home' to many students and staff and as such, there are always various activities taking place during the evenings and weekends. It is a busy, fast-paced environment which is rewarded by beautiful surroundings and a caring community.

Job Description

The Healthcare Assistant works alongside the School Nurses and supports them in managing the Health & Wellbeing Centre and providing day-to-day healthcare for our School community.

Key responsibilities include:

1. Provision of healthcare

- 1.1 to ensure that high-quality and effective care is provided to both students and staff
- 1.2 to observe and monitor the wellbeing of patients and report any different physical, mental or emotional behaviours to the School Nurses for further observation
- 1.3 to welcome staff and students to the Health & Wellbeing Centre in a friendly, reassuring & accommodating manner, responding to enquiries efficiently
- 1.4 to maintain an environment that meets the needs of the patient
- 1.5 to sustain patient confidentiality and be sensitive to personal health concerns
- 1.6 to actively support the holistic well-being of all students
- 1.7 to support the School Nurses in developing School provision for healthcare and wellbeing, to ensure day-to-day student needs are met, such as suitable access to sanitary products and care for minor injuries
- 1.8 to maintain the cleanliness of the Health & Wellbeing Centre, ensuring that the correct sanitation is used in line with current guidelines
- 1.9 to liaise with external agencies as deemed appropriate by the School Nurses
- 1.10 to store medical supplies and drugs effectively
- 1.11 to arrange school medical examinations, as directed by the School Nurses

2. Administration

- 2.1 to organise daily paperwork for medical appointments, ensuring that the School Nurses are briefed in advance of a patient's health record before the appointment
- 2.2 to ensure medical questionnaires and all relevant parental reports are filed and up to date
- 2.3 to adhere to statutory Health & Safety and Data Protection Legislation, as well as GDPR
- 2.4 to organise First Aid training for relevant staff and file valid qualifications
- 2.5 to ensure stocks of cleaning, pharmaceutical and clinical goods are maintained, and to order as required
- 2.6 to ensure comprehensive notes and records are made in relation to incidents/accidents, and reported to relevant staff as necessary within the appropriate confines of confidentiality
- 2.7 to register new boarders with the local surgery
- 2.8 to distribute First Aid supplies throughout the School as required
- 2.9 to co-ordinate the transport of students to outpatient appointments if necessary
- 2.10 to maintain general office supplies

All staff are responsible for promoting and safeguarding the welfare of students at New Hall School by ensuring compliance with the School's Safeguarding & Child Protection Policy at all times. It is a requirement of all staff to report any actual or potential risks to the safety or welfare of students to the Designated Safeguarding Lead (DSL).

This document summarises the main responsibilities of the post. All staff are required to undertake whatever else may reasonably be requested by the Principal. All staff are expected to uphold, support and realise the Catholic ethos of the School, as outlined in the Mission & Ethos Statement and Aims of the School. Job Descriptions are subject to annual review.

Person Specification

New Hall School is seeking to appoint a Healthcare Assistant (full time, with generous holidays out of term time) to join the Health & Wellbeing Centre team.

	Essential	Desirable
Education & Training	<ul style="list-style-type: none"> • Relevant Healthcare Assistant qualification (or equivalent) 	<ul style="list-style-type: none"> • First Aid trained • Relevant healthcare training
Experience	<ul style="list-style-type: none"> • Previous experience working as a Healthcare Assistant 	<ul style="list-style-type: none"> • Experience of working with young people/ children in the medical or education sector • Administrative experience
Skills and Aptitudes	<ul style="list-style-type: none"> • Excellent spoken English • Excellent IT skills • Strong organisational skills and the ability to prioritise effectively • Knowledge of Healthcare provisions, treatment and medicine 	
Disposition and personal qualities	<ul style="list-style-type: none"> • Understanding of, and a commitment to, the aims of a Catholic independent school • Integrity and ability to give clear and consistent witness to the values embedded in the School's Catholic ethos • Understanding of the importance of promoting and safeguarding the welfare of children • Able to relate well to students and to take a real interest in their personal development • A kind and calm disposition • Approachability, confident demeanour and ability to empathise • Ability to think independently and express views confidently and constructively • Decisiveness and initiative • Flexibility to adjust to change and development • Ability to remain calm in emergencies 	

New Hall is committed to increasing the number of staff from ethnic minorities, across all roles and at all levels, to reflect our diverse student population. Applications from practising Catholics are particularly welcome. The Equal Opportunities Policy can be found on the website.

School Tour

Click [HERE](#) to view our Open Day virtual tour.

Salary & Benefits

Salary

The salary range for this post is £24,272pa-£27,587pa (NHC24-28).

Hours

Your normal hours of work will be 8.00am-6.00pm, Monday to Friday, in term time, with a one-hour unpaid meal break each day. Four additional weeks of working are set aside for preparation of Health & Wellbeing Centre resources and information during the School Summer holiday. All staff are required to attend INSET (staff training), which may take place outside students' term days.

Holidays

The Healthcare Assistant will be entitled to School holidays, as published in the School calendar, as holiday with pay, excluding the four weeks of working in the School Summer holiday.

Pension

Support staff are automatically enrolled in the designated stakeholder pension scheme provided by Standard Life, subject to meeting the qualifying conditions. Pension contribution rates are 5% for employees and New Hall currently matches employee contributions up to 4%.

Training

New Hall is committed to professional development of staff and will support further in-service training as required. There are generous INSET and Continuing Professional Development (CPD) budgets.

Lunch in Term Time

Currently all staff are provided with lunch without charge during term time. This is subject to annual review.

Sport Club Membership

As an employee, you are able to make use of an annual membership for the New Hall Sport Club, with effect from your start date. Membership includes Club time use of:

- 25-metre, 6-lane indoor swimming pool
- 10 floodlit tennis/netball courts
- Fitness Suite, which comprises a range of cardiovascular equipment and free weights
- Athletics track
- 12 golf practice bays

IT Equipment

The Healthcare Assistant receives a School laptop and mobile telephone.

Working at New Hall

New Hall provides the opportunity to work in a stunning, Grade I listed historic setting. With a staff of around 300, many of whom consider the School 'home', New Hall offers a fast-paced, varied and rewarding environment in which to work.



Views of New Hall (above left) and the staff room (above right), located in the main School building



Indoor swimming pool (above left) and Fitness Suite (above right), available for staff use



Denford Bar & Lounge (above), available for staff use

Catering at New Hall

Currently, all staff are provided with lunch without charge in term time. This is an excellent offering from which staff can benefit; lunch consists of a three-course meal, typically including a 'soup of the day' to start, a hot main course (meat and vegetarian options are available), accompanied by a salad bar station with the option of a jacket potato and/or pasta, followed by dessert. Lunch is served daily in the School's Refectory, which offers an indoor and outdoor dining space.

MICHAELMAS LUNCH MENU						
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
Soup of the Day Freshly Baked Breads	Soup of the Day Freshly Baked Breads	Soup of the Day Freshly Baked Breads	Soup of the Day Freshly Baked Breads	Soup of the Day Freshly Baked Breads	Grilled Turkey Steak with Harissa Spice	
Red Tractor Pork Sausage, Mash and Gravy	Traditional Red Tractor Beef Lasagne	Slow Cooked Pork Shoulder & Apple Sauce	Red Tractor Chicken Supreme with a Rich Gravy	Fish Shop Friday: Sustainable Battered Fish, Breaded Cod, Fish Fingers	Salt and Pepper Squid with Sweet Chilli Sauce	
Gourmet Sausage, Sweet Potato Mash, Onion Gravy	Gnocchi with Tomato and Basil Sauce	Deli Day: With A Selection Of Sliced Meats And Sandwich Fillings	Braised Chilli Beef with Chipotle Sauce	Tuna Niçoise Salad	Mac 'n' Cheese	Sunday Brunch
Vegetarian Sausages with Mash and Gravy	Vegetable Lasagne	Houmous, Guacamole	Plant Based Chilli	Stone baked Cheese & Tomato Pizza	Pico de Gallo (Salsa) / Sour Cream / Grated Cheese	Red Tractor Pork Sausage Crispy Bacon Free Range Eggs Hash Browns Baked Beans Sautéed Mushroom Black Pudding Grilled Tomatoes
Green Beans / Baton Carrots	Penne Pasta, Garlic Bread, Mediterranean Vegetables	Selection of Artisan Breads/Rice	Roasted Maris Piper Potatoes with New Hall Herbs or Rice	Chunky Chips	Rice	
Sweet Potato Mash / Mash Potato	Oven Baked Jacket Potato With a Choice of Fillings	Oven Baked Jacket Potato with a Choice of Fillings	Yorkshire Puddings	Mushy Peas, Garden Peas & Baked Beans	Baby Corn	
Fusilli or Wholemeal Pasta with Tomato Sauce	Salad Bar	Salad Bar	British Carrots / Swede	Oven Baked Jacket Potato with a Choice of Fillings	Salad Bar	
Salad Bar	Orange Drizzle with Caramel Sauce	Chocolate Rice Cake	Penne Pasta / Freshly made Tomato Sauce	Salad Bar	Vanilla Shortbread Traybake	
Chocolate Sponge with Chocolate Custard	Pineapple Fruit Pot	Key Lime Pot	Salad Bar	Lemon Sponge	Yoghurt and Jellies	
Lemon Posset	Yoghurt and Jellies	Yoghurt and Jellies	Peach Shortcake Crumble	Frozen Mango Smoothie		
Yoghurt and Jellies			Banoffee Slice Yoghurt and Jellies	Yoghurt and Jellies		

WEEK 1
A selection of salads will be available each day.

Example lunch menu (above) for the Michaelmas Term 2022



Lunchtime salad bar and street food station (above), and desserts and roast dinner (below), offered in the School's Refectory





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