

# SEVENOAKS SCHOOL

## JOB DESCRIPTION



### Clinical Support Worker (Part-time/Full-time, Term-time only)





## The School

Founded in 1432, Sevenoaks enjoys a global reputation as a centre of academic excellence and a flagship school for the International Baccalaureate. A co-educational day and boarding school, it offers a stimulating, intellectually demanding and balanced education for over 1100 pupils from the age of 11 to 18.

The school is one of the largest employers in the local area, employing staff in a wide variety of roles, and aiming to be an employer of choice for top staff from around the world. We offer our staff a competitive range of benefits and are in the process of developing a range of progressive employment policies and opportunities for personal and professional development. All Sevenoaks staff are encouraged to enjoy facilities such as our sports centre and pool, attend performances at our performing arts centre, and get involved in service activities within the local community. We strive to promote the positive mental and physical health of all staff, and are committed to ensuring that equity, diversity and inclusion are at the very heart of our culture and community. We believe every member of the school community should feel welcomed, included and valued.

Further information about the school can be found at: [www.sevenoaksschool.org](http://www.sevenoaksschool.org).

## The Campus

The school is situated in the Kent market town of Sevenoaks and has a prime position at the top of the high street. The 100-acre site, which includes several listed buildings and attractive gardens, is beautifully landscaped and adjoins the medieval deer park of

Knole. London is only a 30-minute train ride away and the school is in commutable distance from several Kent towns including Orpington, Tonbridge, Tunbridge Wells, Bromley, Kings Hill and Dartford.

Recent developments on campus include a superb sports centre, a state-of-the-art performing arts centre, a world-class Science and Technology Centre and a Global Study Centre for the Sixth Form. Our campus has earned several architectural awards, including two RIBA National Awards (2019, 2022).

With seven distinctive and comfortable boarding houses, our boarding community is fun, friendly and busy. The newest house, a contemporary building with light, modern facilities, opened in 2019. Another boarding house is currently under construction and due to open in 2023.

## The Health Centre

This is an exciting time to be joining our Health Centre. We are in the process of expanding our services to 24-hour care. We have just moved to larger premises with panoramic views of Knole park. Our Health Centre consists of two consulting rooms, a student wellbeing area, staff bedroom and office with a relaxed kitchen/diner area. Upstairs we have a suite of five rooms to accommodate 11 sick or infectious boarders that need close nursing care or isolation due to infection. We are set in beautiful grounds and have direct access to the gardens and orchards. We are open during the term time and occasionally by prior arrangement we open during the school holidays.

The Health Centre is integral to the smooth running of the school and a valued part of the school's pastoral system, assisting in meeting both the physical and emotional needs of our students and staff. We operate



an open-door policy where students and staff can visit us at any time during the day if the need arises. We are a friendly team, who very much enjoy working with our students, staff and parents.

We are currently a team of five Nurses, one Administrator and one Senior Clinical Support Worker. We work on a rota and currently cover the hours of 8am – 5pm. We work closely together in a busy environment.

We envisage the new working 24 hour shift patterns to be 1 Nurse/Paramedic 8am to 4pm Monday to Saturday, 1 Nurse/Paramedic 8am to 6.15pm Monday to Sunday and 1 Clinical Support Worker 8am to 8pm Monday to Saturday and 12pm to 8pm Sunday. We expect the night shift to be covered by 1 Nurse/Paramedic Monday to Sunday 6pm to 8.15am and it is expected the individual will be sleeping between 11pm and 7am. There will also be the continued admin support 8am to 5pm Monday to Friday and in addition the Senior Nurses will continue to share 27 hour of admin hours.

We want the new 24/7 Health centre model to be in effect from 29 August 23.

## The Role

The role of the Clinical Support Worker is to work as part of a team with the School Nurse/Paramedic, Counsellor, Doctor and other colleagues to support the medical and pastoral care of the students.

## Reporting to

This role reports to the Lead Nurse.

## Main Duties and Responsibilities

Please note this is a non-exhaustive list and serves to indicate the type of roles that the successful candidate would be required to undertake:

- Assisting Health Centre staff in the delivery of care for the health and wellbeing of our students and staff.
- Working within a team from the health Centre to champion the wellbeing of the student. Working closely with parents, pastoral team, teaching staff, counsellors, physiotherapists, catering and learning support teams, specialist doctors and nurses.
- Deliver care to individual students as set out in their individual health care plan.
- Administration of non prescription medication under the guidance of the medication policy.
- Assist with the smooth running of the Health centre. Duties will include providing meals and drinks to students, laundry duties, keeping the centre clean and tidy, assisting with stock taking and stock management, assisting with the health centre administration.
- Under supervision from a qualified Nurse/Paramedic assess student wellbeing, temperature, pulse, blood pressure, height and weight.
- Provide first aid and mental health first aid.
- Administration of non prescription medication under the medication policy.
- Maintain accurate documentation in School records. We use ISAMS software, training would



be provided.

- Maintain strict confidentiality and data security in line with school policy.
- Have a good understanding of safeguarding issues particularly with regard to young people, education and boarding schools.
- Assist with health promotion and delivery of RSE curriculum.
- Accompanying students to MIU/A&E, hospital appointments.
- Covering for matrons in the boarding house if required.

## Person Specification

### Essential

- Experience of health care.
- Enjoy working with teenagers.
- Warm and caring.
- Experience of working in a team.
- Proficient IT skills.
- Confident telephone manner.
- Willing to be flexible to work a shift pattern of days, evenings and weekends.

### Desirable

- Experience of working in a busy environment where priorities change.
- Mental Health first aid experience.
- Experience of administering first aid.

- Experience of working with adolescents.

## Hours

### Shifts Required:

Monday to Saturday: 8am to 8pm, with one hour paid break.

Sunday: 12 to 8pm, with one hour paid break.

8am to 8pm shift pattern is preferred but 6 hour shift patterns (8am to 2pm or 2pm to 8pm) may be considered.

These will be set weekly shifts rather than a shift rota pattern.

We are looking for these shifts to be covered alongside the current team. We require a minimum commitment of at least 18 hours a week and 12 weekend shifts per year. If the individual is doing 2 weekend shifts then the minimum 18 hours would not apply.

This is a term time only contract which equates to 34 weeks of the year. The definition of term-time working includes the whole of the week in which terms begin and end and excludes half term periods. Occasionally there may be a need for the team to cover unexpected absence from the night shift. This would be on an exceptional basis and for those who volunteer.

## Salary and Benefits

### Salary

Annual salaries will be dependent on the shift patterns worked but will be based on an FTE of £24,960 or £12 per hour.

### Benefits



- As this is a term-time role, payment for the pro-rata annual holiday entitlement of 33 days including bank holidays (34 days in 2023) will be included in the salary offered.
- School lunch.
- Free parking.
- Membership of the school's defined contribution pension scheme is available.
- Cycle to work scheme.
- Membership of the school's fitness centre.
- Employee Assistance Programme.
- Free or reduced price tickets to events in The Space, our Performing Arts Centre.
- Sevenoaks School Savers voluntary benefit scheme.
- Fee remission policy (terms apply).

## Note

This job description is not intended to be a comprehensive statement of procedures and responsibilities, but instead sets out the principal expectations of the school in relation to the post holder's professional responsibilities and duties. We are looking for an individual who is adaptable, flexible and willing to carry out the wide range of duties that are likely to be required to make a success of this role.

## Child Protection

All staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are required to adhere to and ensure compliance with the school's Safeguarding

Policy Statement at all times. If, in the course of carrying out their duties, a member of staff becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must immediately report their concerns to the Deputy Head (Pastoral).

## Offer Conditions

Sevenoaks School is committed to safeguarding and promoting the welfare of children, therefore, the offer of employment is subject to the satisfactory completion of a number of background checks including but not limited to an enhanced DBS check with Children's Barred List check, the taking up and verification of references and the verification of career history and fitness to undertake the role, as well as an online check. The complete list of required checks will be provided to the successful candidate.

## Health and Safety

Under the Health and Safety at Work Act 1974 and subsequent legislation, the school is obliged to provide you with a workplace and working conditions which so far as is reasonably practicable, are safe and without risk to health. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others.

## Application

If you wish to be considered for this role, please complete the online support staff application form at <http://www.sevenoaksschool.org/support-vacancies/>.

**The closing date for applications is 14/05/2023 at 23:59.**

Please indicate on your application form which shifts you would be interested in.



The school reserves the right to appoint at any stage of the recruitment process. Applications may be reviewed on a daily basis and interviews may occur at any stage. We therefore invite interested candidates to apply as soon as possible.

At Sevenoaks School our mission is to ensure that students secure their full potential. We prepare young people for life in a modern, global society and seek to provide every student with excellent role

models. Having a diverse staff enhances our school community and we warmly welcome applicants from all backgrounds.

Please contact the Human Resources Office at [humanresources@sevenoaksschool.org](mailto:humanresources@sevenoaksschool.org) or by telephone on 01732 467740 if you have any questions about a completed application.