



KING'S COLLEGE SCHOOL WIMBLEDON



SCHOOL MEDICAL ROOM PRACTITIONER



WELCOME TO KING'S COLLEGE SCHOOL

Thank you for your interest in joining our school community.

As you learn more about us, I hope you will discover that King's is a truly wonderful environment in which to teach, work and learn, with pupils who are inquisitive, creative and eager to learn, on a campus which is well-resourced and recently renewed, and alongside other dedicated staff whose expertise, care and commitment lie at the foundation of everything we do.

King's is one of the most successful schools in the world, and our vibrant and caring community is a special place to learn and grow for boys aged 7-18 and girls aged 16-18. With over 1,500 pupils and 400 staff, we are located in one of the most attractive and peaceful parts of London, opposite 1,140 acres of countryside of Wimbledon and Putney Commons and just a short walk from the picturesque Wimbledon Village.

Our school was founded in 1829 by Royal Charter as the junior department of the university, King's College London, and as such, intellectual aspiration and a progressive spirit are our heritage. Today, we offer an education of the whole person, in Mind, Spirit and Heart, the enduring ethos of our foundation. Our guiding mission is to look outwards, to the world beyond school, and to life at 25: we look to the lives we are preparing our young people to lead, so that when the time comes, they are ready to forge the pathway they choose, and to make a purposeful impact.

We aim for each of our pupils to enjoy an exhilarating adventure of learning and to pursue academic excellence

within a fun, caring, welcoming environment. Academic outcomes at A level, IB and GCSE consistently place King's amongst the very top schools nationally and globally, with over half of A level and IB grades at A* or equivalent last summer.

Supporting our pupils to grow strong in spirit, in the shared values and qualities of character that will ground them, is equally important at King's. Kindness, respect and support for one another, a broad-minded outlook and a commitment to inclusivity, are central to our community, as is the co-curriculum, which enables pupils to develop broad skills and resilience as well as to discover lifelong passions through clubs and societies, CCF, Duke of Edinburgh, sport, the arts, and community partnerships.

The next few years will be a very exciting time for us as we enter the next chapter of the school's strategic development, and as we seek to strengthen our community in preparation for our 200th anniversary in 2029. We hope you consider joining us for this adventure.



Dr Anne Cotton
Head



WORKING AT KING'S

Our staff community is welcoming, energetic and vibrant. Within a well-established atmosphere of kindness, cooperation and trust, there is a “can-do” attitude, coupled with high levels of emotional intelligence, good humour and mutual support. The school's reputation for academic excellence and strong pastoral care is built on the dedication and skills of every member of staff.

Support staff at King's maintain high professional standards. They work within clearly structured departments but also collaboratively with other departments and with teaching staff. There are termly meetings for the whole support staff, which are complemented by bespoke training sessions. Individual staff members who wish to enhance their professional development are supported.

Whilst there are high expectations of support staff, they receive rewards for their efforts:

- Competitive salaries well above London and national averages
- 25 days' holiday per annum plus English statutory public holidays – 33 days in total (pro rata, where relevant)
- Contributory support staff pension scheme –

employees are eligible to join after 3 months' service with a 10% employer contribution / 5% employee contribution

- Access to BUPA and Aviva employee assistance programmes, and the BUPA healthcare cash plan
- Free use of the King's Club, including access to the swimming pool, gym, tennis/squash courts and group exercise classes
- Free lunch, tea, coffee and other refreshments during term time
- Shuttle buses from Wimbledon station
- Cycle to work scheme
- Fee remission for children of staff (subject to the usual entry requirements and space being available) pro rata
- Invitations to school productions, concerts and events during the year

WORKING AT KING'S - STAFF PROFILES



"Since joining King's in 2019, I can say that this is a fantastic school that supports staff, as well as students to their highest standard. There have been many opportunities for me to grow within the IT department. Everyone I have come across at King's has been extremely helpful and welcoming. I feel honoured to work here."

- Mr Dixon
IT Helpdesk Manager



"I joined the HR department here at King's in 2008 and I can't imagine working anywhere else. My role is varied and I really enjoy that no two days are the same. I feel very privileged to work with so many amazing people in such a beautiful school. Everyone wants King's to succeed and I am often amazed at the camaraderie that everyone shows on a regular basis."

- Mrs Pearson
HR and Training Officer



"Joining King's in 2006, my role as team leader, Science Department, is to oversee the operational functioning of the laboratories. As a team of six technicians our primary remit is to deliver a range of practicals to support teaching excellence across all science disciplines. My career at King's has been rewarding in so many ways but a particular highlight has been the re-design of a modern, multi-functional central prep room - this has transformed the way the team communicate, share our varied skills and manage a busy workload."

- Mrs Danckwerts
Team Leader - Science Technicians



"I've been working at King's College School since 2016. It is an outstanding school that offers our students so many opportunities. Working at King's College School is a great opportunity to gain experience, meet wonderful people and expand your horizons to the world."

**- Mr Laska
Porter**



THE ROLE

We are seeking to appoint a dedicated, caring and innovative professional health care professional to be a part of our medical team and to fulfil our goal of becoming a sector-leading medical and wellbeing centre. This is an excellent opportunity for an exceptional individual to build upon the strong practice already in place in the medical centre. The medical centre provides care to 1500 pupils and 450 staff.

The successful candidate will report to the Lead Medical Practitioner, working alongside a number of other paramedic, physiotherapist and nursing staff.

The post will be 3 days a week, ideally Tuesday, Wednesday and Thursday, with 6 additional Saturdays throughout the year, working term time only of up to 36 weeks a year. Variations of this working pattern will be considered for the right candidate.

THE ROLE

- To safely and comprehensively assess any presenting complaint by students during the school day
- To provide and manage emergency medical care, as required, to the school community and all visitors to the school site
- To confidently assess and manage sports injuries
- Support pupils with complex health needs and liaise with relevant health professionals to prepare

- individual health care plans where appropriate, in conjunction with the pupils, parents and school staff.
- Maintain and record accurate documentation and correspondence
- Monitor illness in school and external epidemics and liaise with Public Health England, staff and parents as appropriate
- Provide accessible, confidential (as appropriate) and holistic service to pupils
- Contribute to ensuring the school is a safe environment for pupils by monitoring and reporting accidents on site and near misses, and any identified hazards
- Ensure all school trip leaders are equipped with appropriate advice, medication and first aid materials
- Teach Basic Life Support and first aid to students
- Be willing to attend school trips as medical cover if required

All staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the School which support safeguarding and must act in accordance with the School's Safeguarding & Child Protection policy and Code of Conduct.



THE ROLE (continued)

Professional and general requirements

- Process medical records/information received from parents
- Obtain consents for administration of prescription drugs and administer medication as instructed by Parent or GP.
- Store medicines correctly, manage stock and medication ordering
- Ensure regular stocking and checking of all first aid equipment and First Aid kits across the site.
- Arrange and oversee medical cover for school events, exams, games and sports fixtures including away venues when required
- Manage health assessments/medicals for new pupils as and when required and organise follow up appointments
- To follow good practice and specific directives on immunisation procedures relevant to the school population.

Key Working Relationships

- Existing medical team members including; nurses, paramedics and physiotherapists
- Medical room administrator
- School counsellors
- Director of Safeguarding

- Deputy head pastoral
- Director of Mental Health and Wellbeing
- Health and Safety Committee
- Other schools' medical teams

Administration

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THE PERSON

The ideal candidate will:

- Be registered HCPC Paramedic or equivalent governing body for nursing or physiotherapy
- Have a BSc in Paramedic Practice, Physiotherapy or Nursing
- Be able to demonstrate excellent IT skills and working knowledge of spreadsheets and database systems (Essential)
- Have evidence of working independently (Essential)
- Have a good knowledge of anatomy, physiology and musculoskeletal presentations
- Have excellent communication skills and ability to build effective working relationships with all staff
- Have a desire to play an active role within the life of the school and its community
- Be a good team player and able to work collaboratively
- Be empathetic
- Be kind and an excellent listener
- Enjoy working with children
- Be well organised and able to prioritise tasks

Terms and Conditions

- Start date: 1st August 2024 but term starts at the end of August and a later start date would be considered for the right candidate
- This is a term-time only role plus approximately 3-5 additional days; this includes some Saturday cover which is shared amongst the team
- Paramedics are strongly encouraged to apply
- We welcome applications from part time candidates
- The role will be 3 days a week; ideally Tuesday, Wednesday, Thursday during term time; variations on this will be considered for the right candidate
- Normal working pattern during term-time: 8am to 5.30pm, Monday to Friday, with half an hour's break for lunch
- Salary is highly competitive and comparable to fully qualified paramedic or nursing salary
- 25 days' annual paid holiday plus statutory English public holidays (annual leave to be taken during normal school holidays, outside agreed holiday working arrangements)
- Contributory pension scheme with a school contribution of 10%
- Free lunch in the dining hall during term-time
- Programme of staff health benefits
- Gym membership



HOW TO APPLY

To apply for this role, please register your details online via our website www.kcs.org.uk (under useful information / career opportunities). Once you have registered your details with us, you can apply for vacancies by logging into the candidate area using your email address and chosen password.

Please include a covering letter with your application addressed to Mr Richard Amlot, Deputy Head (Pastoral)

Closing date: Thursday 4th July 2024 at 9am

Interviews: Monday 8th July 2024

Early applications are welcome - the interview process may be staged and some interviews held in advance of the closing date if there is a large number of applicants for the role.

PLEASE 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. The post holder should expect to learn new skills and adapt to new structures as required to meet the changing needs of the school.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.



INCLUSION AT KING'S

King's aims to be a diverse and equitable environment where all staff and pupils feel they belong. The community aims to foster an ethos of social awareness and respect for difference, creating a welcoming and inclusive culture where every member of our community is valued and respected as their authentic self, regardless of difference. Establishing this sense of belonging and community is central to the ethos of King's and is outlined in the 'Inclusivity at King's' statement.

The school has developed a comprehensive equality, diversity and inclusion (EDI) programme that spans all areas of school life, including our wider school community. Our director of EDI oversees our work in this crucial area, working closely with our EDI mentors who support pupils around issues including sexuality, gender and race.

There are a wide range of thriving pupil advocacy and discussion groups who meet regularly, including our African Caribbean society, our South-East Asian society, our Pride group, our neurodiversity society, our interfaith discussion group and Her'd, our group for girls. Alongside this, the school holds regular talks and workshops on EDI topics to ensure that inclusivity remains a central part of the daily life at school and is at the heart of all that we do.

Further information about equality, diversity and

inclusivity at King's is available on our website at <https://www.kcs.org.uk/equality-diversity-and-inclusivity-at-kings>

King's College School is fully committed to the principles of equality, diversity and inclusivity in its recruitment of teaching and support staff.



LIVING AND WORKING IN WIMBLEDON

Wimbledon is famous for its annual Grand Slam tennis tournament, but that is not the only thing that makes living and working in Wimbledon an attractive proposition.

The area is one of the safest parts of London and provides a wonderful mix of town and Village life. The streets are bustling and lined with bars, restaurants and shops and the charming children's Polka Theatre is situated in the centre of Wimbledon. King's is located on the edge of Wimbledon Common, at the beginning of one of the largest areas of green, recreational space in the whole of London. The Common, which extends to Richmond Park, is home to a 19th century windmill and an Iron Age fort.

One of the best things about working in Wimbledon is its connectivity. Wimbledon station is located in zone 3, approximately 10 minutes from Clapham Junction and 20 minutes from London Waterloo. There are regular trains to numerous destinations, including King's, Epsom and Richmond. Wimbledon can also be reached by tube, via the District line, and by tram, which connects to places such as Croydon and Beckenham. King's is also in a convenient location for road users, with its proximity to the A3 providing an excellent link to the M25.

Although property prices are high in and around

Wimbledon Village, there are affordable options a little further away. Many staff choose to live in Central and South Wimbledon or Raynes Park, which is a 15 minute walk from King's. Other nearby options include Motspur Park, Worcester Park, Clapham, Tooting and Earlsfield but plenty of colleagues prefer to commute from Surrey, where Esher, Epsom and Ashstead are popular choices.



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