Job Description

Job Title:	School Nurse Assistant/School Medical Room Assistant
Hours of Work:	20 hours, mainly afternoons but can be flexible
Department:	Pastoral
Job Grade (if applicable):	7
Accountable to:	School Nurse
Number of direct reports:	None
Budgetary responsibility:	None
Location:	Winchester House School
Purpose of the role:	The School Nurse Assistant provides support to the school nurse and assists in maintaining the health and well-being of students. Responsibilities include administering basic first aid, maintaining health records, ensuring First aid kits are stocked and compliance with health policies. This role supports a safe and healthy learning environment for all students.

The Stowe Group

The Stowe Group of schools (Stowe, Ashfold, Swanbourne House and Winchester House) is situated on four separate sites in Buckinghamshire and Northamptonshire and educates children from 3-18 years. Within The Stowe Group there are more than 1,800 pupils and 800 members of staff. The schools occupy sites of historical significance in Swanbourne, Dorton, Brackley and the world-famous landscape gardens at Stowe, where we work with The National Trust to manage 880 acres and open the grounds to over 200,000 visitors a year. Stowe House is open to the public during the School holidays and for guided tours during term time. The Stowe Group is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. In 2021, The Stowe Group launched its transformational Change Makers vision and Change 100 programme.

Vision & Ethos

We are Change Makers

Our goal is to inspire pupils and staff to be Change Makers who will shape positive futures for themselves, their families and the global community. Our World-class facilities support our educational aims and are shared with the wider community. We strive for excellence and celebrate achievement, valuing education as a journey and not a destination in the belief that all pupils can exceed their potential. Learning is learnable and everyone can improve. Our aim is to encourage personal development by creating a flourishing, vibrant, cohesive, caring and socially inclusive community which embraces pluralism, diversity and intercultural understanding. We celebrate differences by giving everyone a voice and then listening to multiple viewpoints. It is our collective responsibility to develop the cognitive, physical, emotional and spiritual well-being of everyone in our community. We are committed to the development of character with particular

emphasis on tolerance, resilience, honesty, humility, courage, compassion, gratitude and service. We strive to attract and retain employees of the highest calibre.

The Group's talented and committed workforce is one of our greatest strengths. We are committed to fostering team engagement, attracting, mentoring, developing and retaining our best teachers and support staff. We focus on employee well-being, provide opportunities for professional growth and create a culture of community and partnership. Environmental stewardship and sustainability are cornerstones of The Stowe Group.

Pupils and staff have a heightened awareness of their social and environmental responsibility in preserving our unique eco-system. We have developed and implemented a comprehensive Environmental Stewardship Programme which confronts a variety of challenges, including climate change and environmental sustainability.

Key Tasks:

Health Services Support
- Assist the school nurse in providing basic medical care to students, such as first aid and minor illness management.

- Administer prescribed medications to students as directed by the school nurse.

Record keeping and Documentation
- Maintain accurate and confidential student health records including medication logs.

- Document all services provided in alignment with school policies.

Emergency Response
- Respond to medical emergencies and provide immediate care until the school nurse or emergency services arrive.

Communication and Collaboration
- Serve as a liaison between students, parents, and school staff regarding health-related concerns.

- Maintain professional and positive relationships with students, parents, and colleagues.

Administrative Tasks
- Assist in organising medical supplies and equipment.

- Answer medical room phone calls.

Person Specification: The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form		
Attributes	**Essential**	**Desirable**
Qualifications	• Good level of Education, minimum of GCSE's	• First Aid qualification
Specialist Skills and Experience	• Proficiency in using computer systems for recordkeeping.	• Prior experience in a healthcare or educational setting is preferred.
Personal Qualities	• Organisational and multitasking abilities. • Ability to work with children and adolescents in a compassionate and respectful manner. • Excellent interpersonal and communication skills.	
This job description and Person Specification reflects the present requirements of the post and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder		
Date Agreed: January 2025		

Our Values

Value scales:

This value is the least important to the role	This value has some significance to the role	This value is desirable to the role but not essential	This value is important to the role	This value is essential to the role
1	2	3	4	5

In the role of Surgery Assistant, we are looking for Change Makers who are (please highlight as appropriate):

Professional:	1	2	3	4	5
Creative Problem Solvers:	1	2	3	4	5
Kind:	1	2	3	4	5
Flexible:	1	2	3	4	5
Collaborative:	1	2	3	4	5
Communicator:	1	2	3	4	5