



**DULWICH PREP LONDON**

Values & Academic Excellence since 1885



# MEDICAL ROOM FIRST AIDER / HEALTH CARE ASSISTANT (PART-TIME)

## CANDIDATE INFORMATION



# HEAD MASTER'S WELCOME

Dear Candidate

I am honoured to be Head Master of Dulwich Prep London and introduce you to this incredible school. For over 130 years, the school has inspired generations of boys aged 3 to 13 (and Nursery aged girls) to fulfil their dreams and aspirations.

We are privileged to have developed a specific pedagogy that enables critical thinking, encourages exploration, and facilitates engaging communication skills while recognising that each child is on their journey of discovery.

We passionately believe in the whole child. Therefore, our broad and enriched education will enable our pupils to go beyond the expected and toward the exceptional.

We seek to work in partnership with parents and carers to embed the Dulwich Prep London Values, first and foremost, as this underpins the character skills required in our fast-paced modern world.

This expectation enables each child to put empathy and compassion at the forefront of their decision-making. It is the catalyst for each child to be successful and resilient in whatever they turn their hand to while on their educational journey and beyond.

We are excited to receive your application.

A handwritten signature in black ink that reads "Louise Davidson".

Louise Davidson  
Head Master





## OUR ETHOS AND AIMS

Our school's priority is the well-being and happiness of our pupils. Each child's sense of belonging is paramount to their success and the school's continuing success. Our pupils are challenged in their pursuit of excellence, and we support each child to find what they are good at. Each child's sense of belonging is integral to their continued success in our school and future success in life.

We want our pupils to leave us having experienced the very best in pastoral care, teaching and learning, having enjoyed the most dynamic and demanding academic and co-curricular programmes, and having made friends for life.

In preparing our pupils for today and the future, we want to instil a sense of environmental awareness and empower each child to become a responsible world citizen.

These are the key building blocks for the school, but our Values act as the cement that bonds everyone and everything together.

Our Values create Dulwich Prep London's special atmosphere.



LOVE



COURAGE



GRATITUDE



HUMILITY

## OUR VALUES

Dulwich Prep London inspires excellence, and our pupils' character measures our greatest success.

Our Values sow the seeds of possibility in each child's mind, heart, and spirit and create the right culture and conditions to allow these possibilities to flourish and become real.

Everything we do sits upon our Values system. The eight recognised and explicitly taught Values weave across every year and deliver a deepened sense of empathy and the drive to be change-makers.

These values teach our pupils how to be kind and offer help where it is needed; to play fair and tell the truth no matter who is listening; to join in and play their part whilst letting others be heard; to appreciate the world around them and how valuable their contribution is and always to have a go.

Our expectations are high: those attending Dulwich Prep London go on to be citizens of the world, have a strong moral compass, and adapt to the rapidly changing environment of modern society.

Our children thrive, and we ensure that every opportunity is created for them to do so. Yet, no day is taken for granted.



JUSTICE



SERVICE



SELF-DISCIPLINE



HONESTY

# ABOUT US

Since 1885 Dulwich Prep London has been at the forefront of preparatory schooling in England. Generations of boys and Nursery-aged girls have benefited from a school with a rich history, is forward-thinking, has embraced change, kept pace with pedagogy and technology, and is, above all, passionate about the individual learning journey of every one of our pupils and staff members.

We are the largest boys' independent preparatory school in the UK, with an enrolment of 840 pupils between the ages of 3 and 13. We are a selective school in two important ways. Firstly, our pupils generally sit in the top 10% nationally based on their scores on standardised tests. Secondly, and arguably, more importantly, we look for children who will thrive at the Prep and make the best of everything we offer.



50+  
Senior School  
Destinations



70+  
Scholarships  
Awarded in  
2020-2021

150+  
Co-curricular  
Clubs, Activities  
and Trips



20+  
Musical Ensembles  
15+  
Stage Productions



25+  
Acres of Open  
Space and a  
Swimming Pool



10+  
Sports  
Played at Every  
Level

7.00am - 7.30pm  
Extended Day  
Provision



12+  
Alumni and  
Friends School  
Community Events





We are situated in Dulwich, a leafy village and area known for its exceptional schools, a plethora of open spaces and thriving, diverse local culture. It is within easy striking distance of the bright lights of one of the most cosmopolitan cities in the world. Everyone at Dulwich Prep London takes pride in inspiring excellence. Our school Values underpin the rich diversity of curricular and co-curricular opportunities available to our pupils.

Our Governors strive to maintain Dulwich Prep London's position in a competitive market by sharing their broad expertise to provide our pupils with the highest quality education. Through this investment, we can attract excellent staff, provide up-to-date technology, and continue to create modern facilities within our stunning South London home.

At Dulwich Prep London, we aim to cultivate a sense of social and moral responsibility within each child. We want each child to leave our school with maturity, the strength of character and empathy fostered within them throughout their Dulwich Prep Journey. We have strong links to our community, alums and local schools, modelling our values in everything we do. We nurture independent thinkers with a sense of justice who go on to be thoughtful citizens of the world, equipped with a strong moral compass and the ability to adapt to our rapidly changing environment.

# JOB DESCRIPTION

The purpose of this role is to deliver first aid, treatment and supervision to pupils and staff who are injured, that become unwell during the school day or upset under the guidance of the Lead School Nurse. In their absence you will be responsible with liaising with educational staff and parents/carers as necessary by providing a high level of service. This role reports to the Lead School Nurse.

## DUTIES AND RESPONSIBILITIES

### CLINICAL

- ♦ Assist in providing high-quality care to pupils within Dulwich Prep London in accordance with the Lead School Nurse's instructions and/or school and medical centre policies and protocols
- ♦ Administer first aid as required to pupils, school team members and visitors
- ♦ Supervise and care for pupils who are unwell during the school day, including contacting parents/carers when needed
- ♦ Assist, when necessary, in providing first aid care to the Early Years, which is situated away from the primary school site
- ♦ Be aware of pupils' individual management and care plans
- ♦ Be aware of the need to promote the health and well-being of all pupils and staff
- ♦ Administer prescribed medication and treatments according to school policies, procedures and legal requirements, recording all treatments and medications given
- ♦ Administer homely remedies in accordance with school homely remedies protocols
- ♦ Ensure the provision of pupils' emergency medication, liaising with parents/carers as instructed by the Lead School Nurse
- ♦ Be aware of when support and help is needed and to seek that help and guidance rather than undertake first aid/care duties that are beyond the training of the post holder

## ADMINISTRATIVE

- Provide administrative support to the Lead School Nurse, including the inputting of data to iSAMS, corresponding with parents, creating pupil information, filing and general administrative tasks needed for the smooth running of the well-being centre
- Maintain comprehensive and accurate records, ensure confidentiality at all times and be aware of the Data Protection Act 2018 and GDPR
- Provide a supportive, non-judgmental approach when working with pupils, staff and parents/carers

## INFECTION, PREVENTION AND CONTROL RESPONSIBILITIES

- Ordering non-pharmacy supplies for the medical centre as required
- Helping to coordinate medical activities such as vaccination programmes, first aid courses and school trips
- Maintenance of first aid boxes and bags around the school to ensure safe supplies of first aid materials are available at all times
- Liaising with parents as necessary
- The Medical Room First Aider/Health Care Assistant must be aware of and comply with school and Public Health England guidance relating to infection control
- Practice strict hand hygiene at all times while carrying out first aid duties, which is in line with the responsibilities placed on them by The Health Act 2006: Code of Practice for the Prevention and Control of Health Care Associated Infections

## EDUCATION

- Assist in the preparation of in-house training and updates on emergency medication and administration of medication on school trips

## COMMUNICATION

- Ensure all information is recorded in accordance with the professional standards of practice and the policies of the school

## GENERAL REQUIREMENTS

- Promoting and safeguarding the welfare of pupils for whom you are responsible and with whom you come into contact with
- Maintain high professional standards of attendance, punctuality, appearance and conduct
- Maintain positive, courteous relations with pupils, parents and colleagues



- Promote the good name and reputation of the school
- Have knowledge of and observe the provisions of the Health and Safety at Work Act 1974
- Comply with the duties placed on employees by the DPL's Health and Safety Policy and related procedures and act in accordance with all instructions, information and training supplied in relation to those duties
- Adhere to school policies and procedures
- A proactive, 'can do' attitude to all tasks
- Welcomes challenges and meets them with enthusiasm
- Shows a flexible approach, willing to adapt and respond to priorities
- Seeks out additional duties and uses own initiative
- Good communication and persuasion skills
- Consistently strives to maintain a high standard of work

## PERSONAL COMPETENCIES AND QUALITIES

- An enthusiastic individual possessing drive, energy and commitment, with a presence which engenders confidence and respect from pupils and colleagues
- Ability to plan, prioritise and manage a varied workload
- Team-focused: shares knowledge and information with other members of staff to promote good practice
- Cooperative, helpful and accommodating with other team members and staff
- Focuses on what needs to be delivered: understands what is required and responds promptly

## KEY SKILLS AND KNOWLEDGE

### ESSENTIAL:

- Confidence to be the first point of contact to administer First Aid
- Excellent administrative and organisational skills
- Able to work independently
- Good communication skills, both written and spoken
- Understanding confidentiality and its importance
- Prepared to undertake or update appropriate first aid qualifications

## DESIRABLE:

- ◆ Current First Aid at Work and Paediatric First Aid qualification (Note: it will be a requirement of the role that if the post holder does not hold a First Aid at Work qualification, this will be successfully obtained at the earliest opportunity. The school will fully support and fund the post holder to gain and maintain the relevant qualification)
- ◆ Experience working with children within any setting
- ◆ Knowledge of Google docs, Microsoft Word, Outlook and Excel





# WORKING AT DULWICH PREP LONDON

Dulwich Prep London is an inspiring and vibrant place to work. We have a large yet incredibly warm community of passionate teachers, inquisitive pupils, a hard-working and friendly support team and ambitious parents. Together we create a supportive environment that is committed to achieving excellence.

Working at Dulwich Prep means being part of a team that cares about your continued professional development and journey as a teacher. Whether you join us at the beginning, middle or end of your career, you will be guided, supported and encouraged every step of the way to achieving your goals. For example, our CPD might involve training for whole school initiatives, going on 'Learning Walks' around the school, participating in a Lesson Study, or seeking further formal academic qualifications.

We are proud to be members of the Teacher Development Trust, which supports schools focused on innovation and evidence-based learning. In addition, we work with Initial Teacher Training institutions such as St Mary's University, Twickenham and The Cambridge Partnership to develop new teachers and keep up to date with the latest research and pedagogy.

Staff are encouraged to participate in as many of the vast array of sporting and drama activities as possible at the Prep. From all-nighter charity swims to Saturday park runs to our fabulous drama productions, there's always something going on where hidden talents are celebrated.

## REMUNERATION

- Salary £25,605 to £30,355 (£11,845 to £14,040 for part-time working hours)
- Generous defined contribution pension scheme
- Life assurance
- Free school lunches
- Enhanced sickness, maternity, paternity and adoption pay entitlements
- Free access to our school Counsellor
- Cycle to work scheme
- Wide range of professional development opportunities
- school fee remission
- Easter and Summer holiday camp discounts
- Healthcare Cash Plan scheme
- Employee assistance programme

# TERMS AND CONDITIONS

- 8.00am to 4.00pm, with a half an hour lunch break, three days per week, for 35 weeks each year, to include all school term time weeks. There is flexibility on which three days could normally be worked.
- Attendance at all relevant INSET Days, Open Days, school trips where there is a medical need, and at all pertinent other events listed in the school calendar
- The post holder may be called to perform other duties that the school reasonably considers to be commensurate with the grading and designation of the post and to reflect changing needs and priorities of the school and the role.
- Depending on the school's requirements at any time, these hours are subject to the terms and conditions of a Contract of Employment and to amendment by the Head Master from time to time.

## APPLICATION AND INTERVIEW PROCESS

A completed Application Form and a covering letter explaining your suitability for this role should be emailed to [Tamsin Hutson](#), HR Manager. Please also read the accompanying Application & Recruitment Process Explanatory Note. We reserve the right to appoint at any time during the recruitment process.

- Closing Date: 12 August 2024, 12.00pm
- Interview Date: Week commencing 19th August 2024
- Start Date: As Soon As Possible

## APPOINTMENT

Any offer to a successful candidate will be conditional upon:

- Receipt of at least two references which are satisfactory to the school
- Verification of your medical fitness for the role
- Verification of identity and qualifications, including evidence of the right to work in the UK
- Satisfactory completion of the probationary period
- A satisfactory enhanced criminal records check through the Disclosure and Barring Service (DBS) and clearance of the Children's Barred List and confirmation that you are not disqualified from providing childcare
- Any further checks that the school deems necessary if you have lived or worked outside of the UK which will include an overseas criminal records check or certificate of good conduct and may consist of professional references

## EQUAL OPPORTUNITIES

Dulwich Prep London is committed to the equal treatment of all current and prospective employees and does not condone discrimination based on age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment. In accordance with the Disability Discrimination Act, Dulwich Prep London seeks to treat those with disabilities as favourably as those without disabilities. Accordingly, we will make reasonable arrangements, wherever practicable, to avoid putting those with disabilities at a disadvantage.

## SAFEGUARDING

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 must be willing to undergo checks with past employers, online checks and an enhanced DBS check.



**Schools'  
Inclusion  
Alliance**



We aspire to have a diverse and inclusive workplace.

We strongly encourage all suitably qualified applicants regardless of background to apply and join us at Dulwich Prep London.

We are proud members of the schools Inclusion Alliance and the Government's Disability Confident Scheme.

