

September 2024

Dear Candidate

Thank you for your interest in our permanent Healthcare Assistant and Administrator role at King Edward's School, Bath.

We wish to appoint a confident, caring, and organised Health Care Assistant to support our Lead Nurse and School Nurse in our busy Health and Wellbeing Centre. This interesting and varied role will be primarily to assess the needs of pupils and staff and administer high quality First Aid. However, the successful candidate will also be required to ensure that pupils with ongoing medical needs are supported at school in line with their Individual Health Care Plans, administer approved medication to students, under the supervision of the Lead Nurse and School Nurse.

The postholder will also be responsible for updating records and providing reports, including those for statutory requirements, managing First Aid equipment and stock, as well as carrying out administrative tasks under the direction of the Lead Nurse. As our first point of contact for First Aid the postholder must possess a calm, confident and warm manner and have excellent communication skills.

The hours will be 9.30am until 4pm from Monday to Friday and these 30 hours will be worked across 36 weeks a year (term-time only). The successful candidate will be provided with a full induction, supportive line management and appropriate training.

King Edward's School is committed to safeguarding and promoting the welfare of children and young people and applicants must be willing to undergo safeguarding screening, which includes successful clearance of an enhanced DBS check, receipt of satisfactory references and a pre-employment health questionnaire.

I hope that you find the supporting job description informative and pursue an application. The closing date for this vacancy is **8.30am on Monday 7 October 2024** and completed application forms (and covering letter) need to be sent to our HR Department via their email address HR@kesbath.com. Interviews will be held on Wednesday 9 and Thursday 10 October 2024.

Yours sincerely



Tom Davies
Bursar & Chief Operating Officer