

Our ref: JA/If

19<sup>th</sup> September 2017

Dear Applicant

Thank you for your interest in this position which arises following a desire from the school to ensure we fully support pupils at Falinge with medical conditions. We have clear procedures in place for first aid but we feel there is more we can do to support the individual child and family, whether through a short term illness or recovery from an operation, or in a long term condition.

The role is mainly an administrative position but you will be required to meet with families and liaise with teachers and other staff in school to provide full care for the individual pupil. The role comprises of:

- Overall responsibility for the medical room in school
- Communication with parents in the case a pupil becomes unwell in school
- Ensuring first aiders are fully trained and that accurate records are kept when first aid is administered
- Notifying the Local Authority of any first aid and/or accidents that occur and notifying parents
- Administering medicine when required in line with our 'Supporting Pupils with Medical Conditions Policy'.
- Ensuring the parents and pupils' view is heard in terms of short term illnesses and long term conditions, undertaking risk assessments and reviewing provision
- Ensuring all staff are fully aware of medical conditions and that information is shared appropriately in line with data protection
- Responsibility for Personal Evaluation Plans for staff and pupils
- Manning the Carillion help desk for issues within school
- Responsibility for CCTV including providing images when required by the Headteacher or other designated staff
- Supporting the Director of Resources in ensuring Health and Safety issues are addressed
- Supporting the Office Manager in day-to-day administration when required

### **Why Choose Falinge?**

Opening Doors; Unlocking Potential

At Falinge Park High School we have one simple objective: To create a compelling learning experience.

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This means that everything we do is centred around this, no matter where we work in school. Associate staff play a full part in training days and we have a comprehensive professional development programme for all staff – not just teachers. As a member of our school staff you will be given opportunities to participate in learning hubs with non-teaching staff and participate in training with teaching staff. We have created a culture in school where all views are welcome and we are innovative in our approach. There is a no-blame culture and we learn from our actions. We are inclusive and vibrant and it is my view that every child and every member of staff should be given the opportunity to succeed in a safe, supportive and happy environment. My only non-negotiable in school is Safeguarding and this is why this role is such an important position within the school.

### **Next Steps?**

If you are interested in applying, contact Mrs Fitton, Headteacher's PA, on [fittonl@falingepark.com](mailto:fittonl@falingepark.com) to arrange a visit and look at our website at [www.falingepark.com](http://www.falingepark.com).

I look forward to receiving your application.

Yours faithfully



**Miss J Allen**  
**Headteacher**

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