

THE SANDON SCHOOL RECRUITMENT PACK

SCHOOL WELFARE ASSISTANT

Applications close: midday on Friday, 1 July 2022

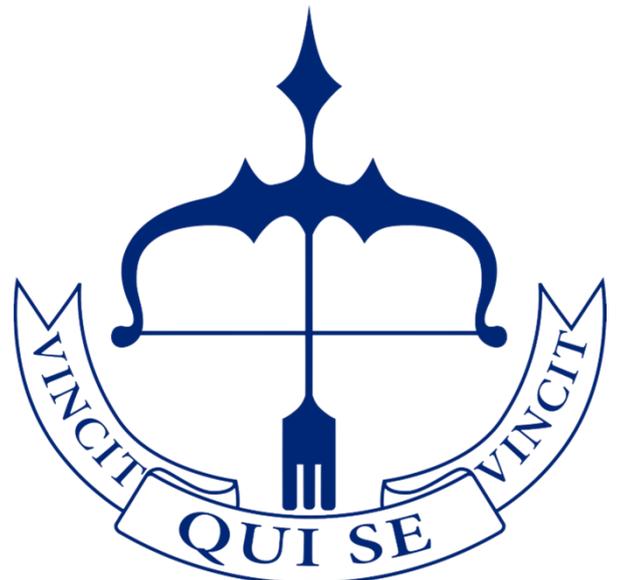
For further information, please contact:

Mrs Hampton

01245 241141

jhm@sandon.essex.sch.uk

Molrams Lane
Sandon
Chelmsford
Essex
CM2 7AQ
www.sandon.essex.sch.uk
01245 473611



The Sandon School
Molrams Lane, Sandon
Chelmsford
Essex
CM2 7AQ



Telephone: 01245 473611
www.sandon.essex.sch.uk

Headteacher: Mr A Weaver

SCHOOL WELFARE ASSISTANT

Hours 9 am to 3 pm daily with 30 mins unpaid lunch break
Scale 3 £12,219-£12,464 actual salary
27.5 hours per week, 39 weeks (term time including INSET days)

An enthusiastic and adaptable School Welfare Assistant is required from 1 September 2022 to be responsible for the coordination and administration of first aid and medical care at The Sandon School.

We are committed to safeguarding and promoting the welfare of children. Appointments will be subject to references and enhanced DBS checks.

Further information is available in the Information Pack on our website www.sandon.essex.sch.uk or from Mrs Hampton on 01245 241141 or email: jhm@сандон.essex.sch.uk at the school.

Closing date: midday on Friday, 1 July 2022

We reserve the right to close this vacancy early and encourage candidates to complete and return applications as soon as possible



SCHOOL WELFARE ASSISTANT

Responsible to: Admin Manager/Business Manager

Responsible for: The coordination and administration of first aid and medical care at The Sandon School

Principal duties and responsibilities

- Ensure medical support at The Sandon School is both compliant with the latest legislation but also reflects best practice
- Work collaboratively with other members of the school's pastoral team
- Keep accurate records of students who visit the First Aid Room
- Regularly review, update and monitor Individual Healthcare Plans in line with statutory guidance and best practice
- Help maintain the day to day running of the First Aid room, ensuring support for students has a positive impact on raising achievement and attendance
- Maintain an up to date first aid at work qualification
- Control, monitor and administer first line medical assistance to both students and staff at the school
- Take appropriate care of, offer advice to and (where appropriate) supervise students and staff who are unwell, within the boundaries of the role
- Liaise with parents/carers over welfare issues affecting their child
- Prioritise health problems and complex, urgent or emergency situations requiring medical care including attending hospital with students if required
- Liaise with outside agencies regarding vaccinations and other student medical issues including ensuring the appropriate scheduling arrangements are fully communicated with staff and carried out
- Administer or oversee an EpiPen injection when appropriate. This is to be in accordance with medical procedures and up to the level of the training received
- Control storage and administration of medication required to be taken during school hour.
- Maintain sufficient first aid materials within the First Aid room and throughout the school
- Contribute to the review of all medical policies in place at the school

- Ensure teaching and support staff have appropriate awareness and understanding of common medical conditions in the school and advise when certain contagious conditions are present.
- Ensure adequate first aid supplies are provided for educational visits
- Process information using SIMS, EduLink and CPOMS software
- Support students at school with medical conditions
- Maintain up to date student records of all care given
- Ensure effective communication with parents/carers and key stakeholders
- Monitor and maintain medicines kept in school for students and ensure a medical administration form is fully completed
- Any other activity reasonably requested by the Headteacher

Additional Duties:

- Reception cover, as required

General:

This role requires flexibility in order that all of the administrative needs of the department can be satisfied. These duties may change and evolve with the needs of the department. You are required to undertake such other duties as may reasonably be requested of you commensurate with your grade.

Continuing Professional Development:

In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and developments related to the role.

In all the above to have regard to whole school policies.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and it may be subject to modification at any time after consultation with the post holder.

**School Welfare Assistant
Person Specification**

It is likely that the successful candidate will satisfy the following specification:

Person Specification		
	Essential	Desirable
Qualifications/Knowledge	<ul style="list-style-type: none"> • First Aid at Work Qualification or willing to train • DBS clearance (will be obtained by the school, if appointed) • GCSE in English and Maths 	<ul style="list-style-type: none"> • Paediatric First Aid Qualification • Defibrillator and Epi Pen Training
Experience/Knowledge	<ul style="list-style-type: none"> • Aptitude or experience of working with ICT. • Experience and understanding of the importance of dealing with confrontation. 	<ul style="list-style-type: none"> • Previous experience of working in a school environment • Ability to use a MIS such as SIMS or similar • Experience of working with external agencies
Skills/Abilities	<ul style="list-style-type: none"> • Administrative and organisational skills • Empathy and ability to work with students • Ability to maintain a high degree of confidentiality • Ability to deal in a professional manner with all internal and external contacts • Strong Communication skills • Awareness of risks and how to reduce risk 	<ul style="list-style-type: none"> • Knowledge of school systems, procedures and methods of working; in particular; attendance, first aid and medical needs of students
Personal attributes	<ul style="list-style-type: none"> • Genuine enjoyment of working with young people. • Ability to stay calm and controlled in stressful situations. • Understanding of and commitment to equal opportunities. • Motivated, enthusiastic, flexible, friendly and helpful • Excellent interpersonal skills • Accurate with good attention to detail • Excellent record of attendance • Flexible, ability to work as a team player • Willingness to work flexible hours as and when there is a need. • Ability to manage time efficiently and productively to ensure deadlines are met without compromising quality of care. 	



Key Information Sheet for a Support Staff post at The Sandon School

School Welfare Assistant

This sheet sets out the key information for any candidates applying for a support staff position at The Sandon School. Please read this information carefully and retain this sheet for reference during the application process.

Application process:

Applicants must complete the application form and submit it to the school by no later than the closing date advertised. All applicants are strongly advised to read the job description and person specification for the post prior to submitting their application.

Selection process:

Applications will be ranked against the person specification for the role.

All shortlisted applicants may be subject to:

1. A face-to-face interview with the selection panel.
2. A practical task(s)

Details will be provided prior to interview.

Shortlisted candidates:

Applicants who have been shortlisted for the post will usually be notified by telephone.

Prior to the interview date referees will be contacted to request references on all shortlisted candidates.

Further information and school visits:

Applicants who require further information or would like to visit the school should contact Mrs J Hampton by phone on 01245 241141 or by emailing jhm@sandon.essex.sch.uk.

Key Information for candidates regarding terms and conditions

Hours per week:	27.5 hours per week
Initial working pattern:	9.00 am to 3.00 pm Monday to Friday (30 minute unpaid lunchbreak each day)
Working weeks per year:	39 weeks (term time only including INSET days)
Holiday entitlement:	Pro-rated holiday entitlement (including public holidays) for this post is 5.5 weeks pa

This is a part-time post and the successful candidate will work during each week of term time including non-pupil days.

Holiday will be deemed to be taken during school closure periods. There is no entitlement to take holiday during term time.

Pay

This post is paid on Pay Scale 3 points 4-5. The full time pay range for this role is £19,264-£19,650 and the actual starting salary for this part-time post will be £12,219 per year. These figures include the holiday pay entitlement for someone with less than 5 years' service.

Employees are paid monthly in twelve equal payments across the year.

Probation

All individuals new to employment with the school will be required to satisfactorily complete a six-month probationary period.

General

The Sandon School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent, and must be eligible to work in the UK.

All staff are expected to be committed to the Equality Policy.

This appointment is subject to the current conditions of employment of support staff contained in the Statement of Written Particulars and other current educational legislation

THE SANDON SCHOOL

Molrams Lane, Chelmsford, Essex CM2 7AQ

Opened in 1955, The Sandon School is an 11-18 co-educational Comprehensive with around 1275 students. It is a true comprehensive school with a full range of abilities. With results consistently above the national average, it has an excellent reputation in the community and the school underwent an Ofsted Inspection in March 2018 which found it to be a good school.



The Sandon School is fortunate to have a well-qualified, motivated and experienced staff. Many of the staff are currently undergoing a variety of professional development activities focused on teaching and leadership in particular.

The school is a stand-alone academy, having achieved academy status in 2011, and has been successful in a number of capital bids. As a result, the site is both attractive

and well equipped in all areas of the curriculum. The school is extremely well resourced in relation to ICT with all classrooms equipped with data projectors/interactive whiteboards and many with a wide range of specialist ICT facilities.

The school's ATLAS Centre (Access to Learning at Sandon) is a hub of learning for the whole school and incorporates numerous computers as well as a well-stocked library.

Specialist sports facilities include a dedicated sports hall with an international standard specialist floor, a smaller sports hall, a dance studio and multi-gym, two flood lit 4G Astro Turf pitches, extensive playing fields and hard play areas and a well-equipped gymnasium.



Other specialist facilities include a fully-equipped drama studio with banked seating for an audience of 100, a large performance space, several smaller music practice rooms and a dedicated media suite. As well as nine laboratories, the science department also has an outdoor garden for environmental studies.

The majority of lessons are taught in specialist classrooms and there is a Sixth Form Centre with dedicated study facilities for Sixth Form students.

For administrative and pastoral purposes the school is organised into three divisions: Lower School (years 7 and 8), Middle School (years 9, 10 and 11) and Sixth Form (years 12 and 13). Heads of School/Sixth Form are supported by Heads of Year and together are jointly responsible for monitoring students' progress and ensuring the well-being of the students within the school to facilitate their learning. Students entering the



school are placed in all-ability tutor groups and are set by ability early in Year 7 for English and maths, and in Year 8 for science and languages.

The school provides a full range of courses for GCSE and A Level/Level 3 examinations as well as non-GCSE Certificate courses at KS4. The school has successfully developed a vocational curriculum programme for some students at KS4.

The school enjoys the support of a dedicated Parent Teacher Association (Friends of Sandon School) which organises fundraising and social and educational activities. It is instrumental in providing the school with many items of equipment and 'extras'.



At The Sandon School students are given the opportunity to participate in the highly regarded Duke of Edinburgh's Award scheme. Currently Bronze and Silver awards are offered.

The catchment area of the school covers a wide rural area in addition to the immediate locality of Great Baddow, Sandon and Chelmer Village. The main villages served by the school are Danbury, Bicknacre, East and West Hanningfield, and Chelmer Village from which approximately 60% of

students are currently transported daily to school by means of contract or local service buses.

The school occupies a very pleasant location on the east side of Chelmsford. Located near to the A12, it is easily accessible by car and is well served by public transport. Chelmsford is situated 32 miles from London and has a train service to Liverpool Street (around half an hour). It is within easy reach of the east coast with its many sailing centres, and also Colchester, Ipswich, Southend and Brentwood. During the last 20 years, Chelmsford has undergone rapid expansion and this is continuing. It is a popular residential city and serves London as a commuter centre.

At Sandon we are proud of our school and its achievements. If you would like further information or would like to visit the school, please contact Mrs Jo Hampton on 01245 241141 or email jhm@sandon.essex.sch.uk.



AIMING HIGHER TOGETHER

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RECRUITMENT AND SELECTION POLICY STATEMENT

1. The Governing Board is committed to:

- safeguarding and promoting the welfare and safety, and the spiritual, moral, social and cultural development, of children and young people
- promoting equality of opportunity and community cohesion where the diversity of different backgrounds and circumstances is appreciated and positively valued
- promoting the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs

and expects all staff, volunteers and other workers to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency co-operation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.

2. The Governing Board recognises the value of, and seeks to achieve, a diverse workforce which includes people from different backgrounds, with different skills and abilities. We are committed to ensuring that the recruitment and selection of all is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. Selection will be on the basis of merit and ability, assessed against the qualifications, skills and competencies required to do the job. We will uphold obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of the protected characteristics of age, sex, sexual orientation, marriage or civil partnership, pregnancy, gender re-assignment, disability or health, race (which includes colour, nationality and ethnic origin), religion or belief.
3. We will implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the role.
4. We will ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure. We will monitor the compliance with these measures and require evidence that relevant checks have been undertaken for all workers deployed.
5. The following pre-employment checks will be required where applicable to the role and settling:
- receipt of satisfactory references*
 - verification of identity
 - a satisfactory DBS disclosure if undertaking Regulated Activity
 - verification that you are not on the DBS Children's barred list and therefore not barred from working with Children
 - verification that you are not prohibited from teaching
 - verification of medical fitness
 - verification of qualifications
 - verification of professional status where required eg QTS status
 - the production of evidence of the right to work in the UK
 - verification of successful completion of/exemption from statutory induction period

- verification that you are not subject to any s128 directions preventing you from holding a management position within a school
- a declaration that you are not disqualified from working with children by virtue of the Childcare (Disqualification) Regulations 2009 or that you have provided a disqualification waiver from Ofsted

NB It is illegal for anyone who is barred from working with children to apply for, or undertake Regulated Activity.

*In exceptional circumstances, where you have good reason not to want your referees to be contacted prior to interview, you should set out your reasons with your application form. Where it is agreed to defer, referees will be contacted immediately after interview before an offer of employment is made.

6. We will keep and maintain a single central record of recruitment and vetting checks, in line with the current DfE requirements.
7. All posts/voluntary roles that give substantial unsupervised access to children and young people are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs (save for those offences that are subject to filtering by the Police).

Applicants will be required to sign a DBS consent form giving consent for the DBS certificate to be copied and shared (within strict guidelines) for the purposes of considering suitability for employment and consent for an online status check to be carried out in the event that the applicant subscribes to the DBS update service.

The Governing Board is committed to ensuring that people who have convictions/cautions/ reprimands on their record are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position, except in the case of school settings covered by the Childcare (Disqualification) Regulations 2009 where certain convictions, cautions or warnings will mean an individual is disqualified from working in that setting and will prohibit employment at the school (unless a waiver can be obtained from Ofsted).

Positive disclosures will be managed on a case by case basis taking into account the nature, seriousness and relevance to the role. The following factors will be considered in each case:

- The seriousness/level of the disclosed information eg was it a caution or a conviction.
- How long ago did the incident(s) occur?
- Whether it was a one-off incident or part of a repeat history/pattern.
- The circumstances of the offence(s) being committed and any changes in the applicant's personal circumstances since then.
- The country where the offence/caution occurred.
- Whether the individual shows or has shown genuine remorse.
- If the offences were self-disclosed on the SD2 form or not (non-disclosure could, in itself, result in non-confirmation of employment on the grounds of trust, honesty and openness).

When making a recruitment decision The Governing Board will disregard any filtered convictions/cautions/reprimands which were disclosed in error.

A previously issued Disclosure and Barring Service Certificate will only be accepted in certain restricted circumstances or where you subscribe to the DBS update service and the appropriate online status checks have been satisfactory.

The Disclosure and Barring Service has published a Code of Practice and accompanying explanatory guide. This Governing Board is committed to ensuring that it meets the requirements of the Disclosure and Barring Service in relation to the processing, handling and security of Disclosure information.

8. The school processes personal data collected during the recruitment process in accordance with its data protection policy. Data collected as part of the recruitment process is held securely and accessed by, and disclosed to, individuals only for the purposes of completing the recruitment procedure. On the conclusion of the procedure, data collected will be held in accordance with the School's retention schedule.

A copy of our Recruitment Procedure is available upon request.

Privacy Notice – Applicants



The categories of school applicant's information that we collect, process, hold and share include:

- personal information (such as name, address, national insurance number, contact information, teacher number, referee contact information, close personal relationship information with current staff, ability to travel, pre-employment check information)
- special categories of data including characteristics information such as gender, age
- employment information (such as current levels of pay, current role, employment history (including reasons for leaving), breaks in employment history, training history)
- qualifications (and, where relevant, subjects taught)
- Medical or disability information where relevant

Why we collect and use this information

We use this data to undertake the recruitment of new staff

The lawful basis on which we process this information

We process workforce information under Article 6 (To fulfil our legal obligation under the Education Act 1996 and the performance of our public task) and Article 9 (processing of special category data) of the General Data Protection Regulations. To comply with contract law, HMRC regulations, eligibility to work in the UK and Keeping Children Safe in Education (as updated).

Collecting this information

Whilst the majority of information is provided by you, some information will be sought from previous employers, DBS service, The Teaching Regulation Agency, Overseas Embassies and referees. If you refuse to provide this information we may be unable to process the application or continue with the recruitment process.

Storing this information

If unsuccessful we will hold this information for 6 months from the date of employment of the successful candidate in accordance with our data retention schedule.

Who we share this information with

We routinely share this information with members of the HR and recruitment team, interviewers, relevant Governors, Headteacher and legal services contracted by the school.

Why we share school workforce information

We do not share information about applicants with anyone without consent unless the law and our policies allow us to do so.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact Mrs Axtell, Business Manager.

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Further information

If you would like to discuss anything in this privacy notice, please contact Mrs Axtell, Business Manager.