

The King's School Chester

Job Description –Medical Room Assistant



Henry VIII founded The King's School in 1541 and for over four hundred years the school occupied buildings adjacent to the cathedral. The school moved to a new site on the Wrexham road, about one mile from the city centre, in 1960 and the new buildings were opened by Her Majesty Queen Elizabeth the Queen Mother in June that year. In 1989 additional buildings were opened by Her Royal Highness the Princess Margaret. In 1994 there was an extensive development of the junior school and in January 2000 a further development of the senior school incorporating the impressive Wickson Library was completed.

An exciting major development plan was launched in October 2002. By September 2004 an all-weather playing surface, extensions and improvements to the art and technology centres, a new medical room and an additional classroom had been completed. The new music school was completed in 2005 and the old music school converted to provide additional teaching rooms.

The school retains strong links with the cathedral and with the city. It is Chester's oldest independent school and is proud to serve the city as well as the surrounding areas of Cheshire, the Wirral and North Wales.

King's is a school for pupils of high academic ability. We seek to develop this ability in each pupil to its full potential and at the same time to develop the pupil's character and other talents in a friendly and stimulating atmosphere.

Job Description: Medical Room Assistant

Accountable to: School Nurse

Main purposes of job: To assist the School Nurse in the Medical Rooms.

Hours: 9.30am – 3.30pm, Wednesday to Friday, term time only

Duties involved under supervision and direction of the School Nurse

- Administer first aid
- Offering basic emotional support to distressed pupils

- Assist with clerical and administrative tasks (data input/update of medical records/ordering stock)
- Supporting external providers in the provision of immunisation programme
- Check and replenish first aid kits each term
- Ensure that an appropriate environment is maintained in the medical rooms, this may involve some cleaning tasks
- Respect the code of confidentiality at all times
- Administer medication if instructed by the school nurse, (exceptions are Ventolin inhaler and EPIPEN which can be administered only in an emergency)
- Willing to learn and expand knowledge of diabetes, epilepsy, asthma and allergies
- Hours of work will be 9.30am-3.30pm with 30 minutes for lunch

The candidate should ideally possess the following qualities and abilities

- Kind, caring and compassionate
- Experience of working with children and young people
- Paediatric first aid trained or willing to undertake training
- Excellent IT skills
- Excellent communication skills
- Ability to work independently and part of a small team
- Works well under pressure

The role is deemed to be in regulated activity with a high level of contact and responsibility for children on a day to day basis.

IMPORTANT - The King's School is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. All offers of employment are required to undertake screening relevant to the post, including checks with past employers and the Enhanced DBS check. In line with our commitments to safeguarding, the King's School uses preferred agencies and is unable to work with any agencies where Terms of Business have not been agreed by both parties prior to an engagement.

Our Child Protection and Safeguarding policy can be found [here](#)