



Rye St Antony
OXFORD



**First Aid Co-ordinator
April - December 2021
(Trinity and Michaelmas Terms)**

Aims of the School

At the heart of our aims is the individual pupil and the development of their own talents and interests throughout their school career. In our stimulating and nurturing environment, pupils are happy, reflective and curious learners, who develop an intellectual curiosity and knowledge as well as a love of learning. They discover their talents, build aspirations and fulfil their lifelong potential in the school and wider community, leading them into a responsible and rewarding life. Each of our pupils leaves Rye as a unique individual who is sure of themselves, confident in their ability, and as the young person they want to be.

We aim to:

- Deliver a stimulating and inspiring academic education which develops a love for learning and intellectual curiosity.
- Develop each pupil's talents and gifts through an aspirational education that promotes creativity, team work and builds life-long skills.
- Acknowledge and develop each pupil's talents so that they recognise their own sense of worth, their vocation, their aptitudes and talents, so that they become unique, confident, curious and valued individuals.
- Challenge pupils to be aspirational in their thinking and approach, and to push themselves to achieve their best, thus creating resilient and confident individuals.
- Provide a strong moral and spiritual framework based on the values of respect, kindness, integrity and justice.
- Recognise and foster an environment of love, hope and joy based on Gospel values in which individuals are cherished and genuine relationships are nurtured.
- Nurture and instil a sense of responsibility towards others in the wider community; locally nationally and internationally, through charity and service.



History of Rye

Rye St Antony School was founded in 1930 by Miss Elizabeth Rendall and Miss Ivy King who were inspired to start a lay-Catholic school after a visit to Rye in Sussex. Their foundations of a school which welcomes and inspires all has left a strong legacy that we continue to build on today. Situated on a 12-acre site at the top of Headington Hill in Oxford, our community benefits from the green space and room to play that our site provides.

As a day and boarding community there has always been a vibrancy around the school site and a family feel to life at the weekends.

In 2021 Rye is celebrating its 90th anniversary, and building a stronger and brighter vision for the future based on the original foundations of Miss King and Miss Rendall.

Catholic Christian Life

'Who do you want to be? Who has God made you to be?'

Our mission is to empower every young person to be ambitious in their vocation, curious in their learning and discover their individual talents made in the image and likeness of God.

We believe that every child has God given talents that it is our role to nurture, discover and encourage so that they can be the very best version of themselves. We welcome pupils of all faiths and none and enjoy taking them on a discovery of the importance of core values such as respect, dignity and tolerance. These Christian values underpin the Catholic ethos of our school and make it a vibrant and strong community.

All pupils are involved with charity work whether by raising money for different organisations voted for by their Houses, or by acts of charity that the school leads. In the last three years we have raised over £20,000 for causes close to the community and have made a real difference to the lives of many.



Curriculum

We have developed a forward-thinking and dynamic approach to teaching and learning called the *Rye Way*, which builds pupils' curiosity in learning and skill development. We challenge our pupils in their learning, whether inside or outside the classroom, and enjoy seeing the excellent progress that they make. We have a broad and ambitious curriculum which challenges the most able and supports those who need it.

In the Sixth Form we offer a range of qualifications including A Levels, Extended Project Qualification, BTEC and Leiths Professional Food and Wine Qualification.

As a broadly-selective school, our community reflects the working world and successfully prepares our pupils for their futures. We offer stretch and challenge to the most able who go on to achieve straight As at A Level and move onto first-class universities in the UK and beyond. For other pupils who have English as an Additional Language, or who need additional support, we provide an adapted curriculum and support from our Learning Development Team.

Pastoral Care

We pride ourselves on knowing our pupils and their families so that we can work closely with them. We have a team of trained pastoral leads including Form Tutors, Chaplain, School Nurse and School Counsellor who offer additional support and care to ensure that every child is looked after throughout their school career. We believe that our renowned pastoral care is essential to enabling all pupils to achieve their best academic results.

We are committed to providing a safe and nurturing school environment and place importance on mental and physical wellbeing. We provide scope for pupils to develop their own sense of self, and have strong links with external bodies who offer additional support when needed. Throughout our school we believe that if we look after both physical and mental wellbeing, our pupils and staff will achieve more. Our idea is simply, Be Well, Do Well.

Enrichment

As a community, we believe in going above and beyond in order to give, and get the best for our pupils. We offer a wide range of activities in and after the school day, and all staff are expected to contribute to the enrichment programme by running two clubs a year.

There are many visits locally and internationally - our pupils have visited the volcanoes of Sicily, rainforests of Mexico, choirs and churches of Venice, and the rivers of the Ardèche in France. We are always looking for new ideas and would be excited to hear what you can offer.



The Post

We are seeking to appoint a First Aid Co-ordinator to cover, on a fixed term contract, the absence of our School Nurse (and to provide additional first aid support in school following her return) for two school terms (Trinity and Michaelmas Terms 2021). The successful applicant will support the school community in keeping all children safe and well on site. The role includes working closely with children to treat illness and identify and respond to children in need. The First Aid Co-ordinator will need to be flexible, efficient and proactive in our vibrant school community.

The First Aid Co-ordinator will be responsible to the Deputy Head Pastoral and will work closely with the school's GP practice. There is a team of First Aiders on site and the successful applicant will be responsible for working closely with this team.

The role of the First Aid Co-ordinator will include:

- Attending promptly to children suffering minor accidents/injuries or, in the case of an emergency, arranging for the child to be taken to emergency care and notifying parents or guardians.
- Taking responsibility for reporting accidents and documenting cases managed.
- Ensuring that First Aid kits are complete, checked and in position around school and that those taken on school visits are fully prepared for the visit ahead.
- Dispensing medication as necessary and ensuring that accurate documentation is maintained in school.
- Ensuring that emergency inhalers and auto-immune injectors are available to those who have been prescribed one.
- Ordering and updating necessary medication, dressings and resources for the Health Centre.
- Checking and monitoring the AEDs in school and organising training as necessary.
- Maintaining an up-to-date record of medical needs in the school and ensuring that all staff are aware of these needs.
- Keeping accurate medical records on iSAMS for continuity of care and working closely with the Deputy Head Pastoral to ensure that all records are comprehensive.
- Communicating with parents about specific food allergies for individual pupils and sharing this information with the Catering Team and Form Tutors to ensure continuity of care.
- Organising programmes for immunisation in school.
- Attending Health and Safety Meetings
- Meeting with parents to update medical history of individual pupils and recording this information, sharing it as appropriate.
- Ensuring that First Aid qualifications for staff are up-to-date and working with the Deputy Head Pastoral to organise training sessions for staff members.

Safeguarding

- Maintaining an up-to-date working knowledge of safeguarding practices and reporting all concerns through the appropriate channels in school and locally.
- Supporting the Designated Safeguarding Lead and wider Safeguarding Team to ensure the safety and wellbeing of all pupils.
- Undertaking Level 3 Safeguarding training every two years

Whole School

- Attending staff meetings and briefings to be fully aware of pupils' needs and communicate with all staff about individual cases as appropriate.
- Assisting with the updating of policies related to the Health Centre, medication and First Aid practices.
- Liaising with the School's GP Practice and Health Centre, escorting boarders to appointments where necessary and ensuring regular and effective communication with the GP at the Health Centre.
- Undertaking such other duties consistent with the nature and responsibility of the post or as directed by the Head

Person Specification

- Excellent interpersonal and communication skills, and a reassuring manner.
- Ability to assert confidence in a calm and professional manner.
- High standards of literacy and numeracy and excellent IT skills
- Highly organised, professional and self-motivated
- Understanding of and support for the Christian and Catholic ethos of the school
- Diplomatic and patient
- Well organised, efficient and able to manage competing priorities
- Collaborative, resilient and reliable
- A willingness to contribute to the wider needs of the schools
- Integrity and discretion
- Inspiring confidence in others
- A current recognised first aid qualification, or evidence of having held such a qualification within the past two years*

Desirable

Experience of working in healthcare, ideally within an educational environment

*If the successful candidate does not have an up-to-date Paediatric First Aid qualification, training will be provided.

Hours of work

The post is term-time only (normally 35 weeks), with one additional week before the start of each September term. The hours of work are 8.30 am—3.30 pm, Monday to Friday, including a 30-minute unpaid lunch break.

Pay and benefits

The hourly rate of pay is £10.31. The annual salary for a 6.5 hour day, 5 days a week for 36 weeks a year is £13,518.67 including holiday pay.

.

All support staff are invited to join the School's Standard Life Group Personal Pension Scheme. There is car parking on site, and the School is easily accessible by bus.

How to apply

Applications (application form, CV and an accompanying letter addressed to the Head, Miss Joanne Croft, should be sent by email to the Human Resources Manager, Ms Ellen Phelips (ephelips@ryestantony.co.uk), or by post to her at Rye St Antony, Pullen's Lane, Oxford OX3 0BY.

For an application form, please contact Ellen Phelips (ephelips@ryestantony.co.uk) or visit the Staff Vacancies page on the school website. Applications will be accepted only from candidates who have completed the application form in full.

The closing date for applications is 12 noon on Wednesday 17 March 2021. Interviews will be held on Tuesday 23 March 2021

Safeguarding

Candidates must be willing to undergo Child Protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. The post is exempt from the Rehabilitation of Offenders Act 1974 (Amended), and therefore all relevant convictions, cautions and bind-overs, including those regarded as 'spent', must be declared. The amendments to the Exceptions Order 1975 (2013 and 2020) provide that certain spent convictions and cautions are 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website. Candidates must not have been disqualified from working with children, and must not be named on the Children's Barred List or be subject to any sanctions imposed by a regulatory body. Details of any convictions, cautions or bind-overs subject to disclosure must be passed to the Head before interview in a sealed envelope marked 'confidential'. An overseas criminal record check may also be required.

