



INSPIRATIONAL
Box Hill School

Medical Centre Assistant

Candidate Pack

Box Hill School: Excellence Maximises Outcomes

Welcome to Box Hill School, where education transcends the curriculum since 1959. Under the leadership of our first female Headmistress, Ms Hayley Robinson, we empower each student to excel both in and out of the classroom. Nestled in 26 acres of Surrey countryside, our nurturing environment fosters growth for 450 students aged 11-18.

Round Square: Where Ideals Shape Futures

As a founding member of Round Square, we embrace the philosophy of Dr-Kurt Hahn, championing a holistic yet personalised approach to education that nurtures global citizens. Guided by the principles of Internationalism, Democracy, Environmental Stewardship, Adventure, Leadership, and Service, we instil in our students a sense of purpose, empathy, and responsibility that goes beyond the confines of the classroom.

We believe when students are happy, they thrive.



Job Purpose

Directly Responsible to: Lead Nurse/Medical Centre Manager.

The hours for this position will be 09:30 to 14:30hr Monday-Friday, term-time only, plus two weeks out of term time this will include attending all staff INSET days.

Job Purpose:

To support the School Nurses and Boarding Staff with the health and welfare of all pupils at the school.

Responsibilities include, but not limited to:

- Escorting pupils to appointments, GP, Hospital, Dentist Opticians, Orthodontist, A&E, etc.
- Booking follow-up appointments, internally and externally.
- Booking taxis and checking invoices.
- Collection of prescriptions and other medical supplies.
- Completing GP registrations.
- Maintaining First Aid boxes across the school and First Aid bags for academic trips and restocking.
- Keeping electronic files of medical information up to date.
- General administrative tasks within the Medical Centre.



Person Specification: Essential Criteria

The Person

Qualifications, skills and experience.

The successful person will have:

Personal Qualities:

- An excellent sense of humour.
- Excellent interpersonal skills.
- An ability to work very hard, resilience.
- Enthusiasm that inspires others.
- Excellent communication skills.
- Positivity and perseverance.
- The ability to be flexible, supportive and patient.
- Caring and positive.
- Friendly and welcoming.
- Patient and understanding.

- Reliable and flexible.
- Commitment to Safeguarding.
- Diplomatic, discreet and trustworthy: understands and respects confidentiality.
- Methodical and accurate.
- Outstanding organisation skills.
- Good communicator: able to deal with pupils, parents/guardians, staff and external agencies in a polite and helpful manner.
- Calm under pressure.
- Good sense of humour.
- Energetic, and enthusiastic.
- Well presented with excellent telephone manner.
- Able to work independently and as part of a team.

Desirable

- Current First Aid certificate.
- Good working knowledge of Microsoft Office applications, Outlook, Word, Excel.
- Previous experience of working with ISAMS.
- Experience of working with children/ young people (11-18 yrs).
- Experience of working in a school environment.
- Previous administration experience.

This job description will be reviewed regularly and may be subject to modification and amendment after consultation.

Terms and Conditions



Staff on site
parking



Use of the
school gym



Staff discount
on school fees



Lunch is provided free of charge during term time



Pension Scheme provided through Aviva Pension Trust for Independent Schools



Cycle to work scheme

- The successful applicant will be required to complete a pre-employment medical questionnaire.

Child Protection and Safeguarding

The Governors of Box Hill School are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post. This will include making an enhanced disclosure to the Disclosure and Barring Service. Further details about the school's policy regarding Safeguarding and Disclosure in relation to recruitment and selection can be found on the Current Vacancies page of our website.

Applications

Applicants are required to submit a completed Application Form and Equal Opportunities Monitoring Form.

CVs alone will not be accepted but can be included as part of the application process.

Additionally, please review the Explanatory Note on our application and recruitment process, available on the website's [Current Vacancies page](#).

Applications should be sent (by post or email) to:
jackie.hazeltine@boxhillschool.com.

The closing date for applications is **Thursday 25th July 2024 at 09.00.**



