

ST MARGARET'S

SCHOOL

Junior School Nurse or Skilled First Aider & Pastoral Assistant

Term time plus 2 weeks: 09:00 – 17:00 Monday to Friday

Required from May or September 2025

Summary of the Role:

We are seeking a passionate and dedicated pastoral assistant to lead on first aid in the Junior School, which includes supporting individual care plans and front-facing pastoral work.

This is a great opportunity for a caring, kind and capable person to lead with confidence in first aid and emergency situations. The role includes ensuring children are eating, playing and learning in a safe and inclusive environment for children from 2 to 11 years.

You must have proven experience working with this age group and a nursing and/or Paediatric First Aid qualification. The successful candidate will be passionate, child-centred and able to deliver strong pastoral care.

For further information and to apply for this vacancy, please visit our website:
<https://www.stmargarets-school.org.uk/work-with-us>

Application closing date: Thursday 15 May 2025

Interview date: Thursday 22 May 2025

Interviews to be held:

Suitable candidates may be interviewed before the closing date and St Margaret's School reserves the right to withdraw the position if an early appointment is made.

St Margaret's school is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. St Margaret's School is an equal opportunity employer.

JOB DESCRIPTION:

Junior School Nurse/First Aider (PFA) & Pastoral Assistant

Reporting to: Head of Junior School, and clinical oversight by the Lead Nurse.

Main Duties & Responsibilities:

Medical

- To assess First Aid problems presented by pupils, taking appropriate action to treat and triage and in the event of an emergency, using school systems and the Lead Nurse to manage the situation, including communicating with staff and parents as necessary.
- To work with the Lead Nurse and be responsible for administering prescribed drugs which are necessary to be taken by Junior pupils during the school day, ensuring that parental consent is obtained and recorded.
- To be responsible for the safe-keeping of prescribed drugs in a locked cupboard and in keeping with ISI regulations.
- To liaise with new joiners and families to discuss potential medical needs prior to their attendance at the school.
- To lead on care plans for pupils who may require additional information and plans, such as diabetes or other complex conditions.
- To review care plans for asthma, allergies and ensure staff are confident on the plans and action.
- To attend to the minor medical needs of pupils, such as administering plasters, bandages etc as required, and look after pupils who feel ill. To inform the SMT in the event of more serious medical concerns and make the necessary arrangements for parents to be contacted.
- To advise on general health matters as presented by the pupils, and communicate with parents as appropriate.
- To work with the Lead Nurse to keep an up-to-date accident record book, including details of injuries, make any required RIDDOR reports for accidents at work, review for patterns and report to the Health and Safety Committee.
- To carry out monthly stock audits of all First Aid boxes and First Aid kits throughout the school (including those used for trips) and ensure they

are replenished. Ensure all emergency First Aid medical equipment is in good working order.

- To maintain the confidentiality of information acquired while undertaking duties for the School.
- To work with our EYFS Nursery manager, Head of Reception and Head of Junior School to work with our youngest pupils and Junior School pupils to ensure they feel safe and well supported with minor first aid and TLC.
- To support our Nursery and Reception pupils at lunch, ensuring a safe eating environment is kept at all times. Including supporting with allergy protocol and dietary preferences. Keeping up to date with choking guidance and EYFS guidance on keeping children healthy and safe.
- The right candidate will also support the DSL and pastoral matters linked to the children's wellbeing, child protection and safeguarding.
- Ensuring school transfer forms and joining packs are shared with staff to support children's wellbeing, including dietary preferences and lanyards are ready for the first day of term.

Other:

- To deal with any lost property in the Junior School and ensure first aid bags for duties are prepared.
- To undertake any other administrative duties, for example, filing and covering reception when the Junior School Secretary needs relief across lunchtime.
- To support the smooth running and welfare of the Junior School pupils.

As a term of your employment, you may be required to undertake such duties as may reasonably be required of you, commensurate with your grade, as requested by your line manager. This will be agreed in advance with your line manager.

Person Specification – Junior School Nurse / First Aider / Pastoral Assistant

QUALIFICATIONS	ESSENTIAL	DESIRABLE
Good general education to GCSE or equivalent experience, with good level of numeracy and literacy as evidenced by GCSE or equivalent qualifications	✓	
Paediatric First aid or Nursing qualifications	✓	
EXPERIENCE		
Experience of First Aid with relevant qualification	✓	
Experience of a school environment or with young people		✓
An understanding of pastoral care and supporting children		✓
KNOWLEDGE		
Ability to maintain detailed and accurate records	✓	
Good administrative skills	✓	
Ability to remain calm in an emergency	✓	
Ability to work well in a team and alone	✓	
Ability to establish and maintain good working relationships with staff, parents and pupils.	✓	
Good basic IT skills (MS Office and management information systems)	✓	
SKILLS AND ATTRIBUTES		
Confident, self-motivated and reliable	✓	
Professional manner and attitude	✓	
Responsible and conscientious	✓	
Patient and friendly approach	✓	
Willingness to attend appropriate ongoing training	✓	