



JOB DESCRIPTION

ACCOMPANYING ADULT

Reports to:	Senior Nurse Manager
Responsible to:	Deputy Head Pastoral
Contract:	Permanent
Salary:	The current hourly rate for the role is £11.35. Salaries are reviewed annually with any changes effective from 1 st September.
Contracted hours:	This is a part-time position working during the School's academic terms. The working hours will be 12.00pm until 8.00pm, every Saturday and Sunday during term-time.

1. Role Purpose

The Accompanying Adult will work as part of the Health Centre team, accompanying pupils to routine and emergency medical appointments, subsequently providing feedback in writing on the treatment the pupil received and on any necessary follow-up appointments.

2. Role Dimensions and Scope for Impact

The Accompanying Adult will be located within the Health Centre (which is situated on School-site) during their contractual hours. Taxis will be provided by the School to transport the pupil and the post-holder to and from appointments.

3. Core Responsibilities

- Accompanying pupils to and from medical appointments, using taxis provided by the School.
- Staying with the pupil while they are waiting to be seen for their appointment.
- Liaising with parents or guardians, as required.
- Maintaining telephone communication with the Health Centre whilst at appointments.
- Informing the Health Centre and Boarding House staff verbally and in writing of the outcome of appointments (including details such as follow up appointments and aftercare; when a pupil can return to sports/other activity).

Other Duties

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be specifically identified. You may be therefore required to undertake other tasks and duties that commensurate with the grade and nature of the role and/or in the reasonable discretion of the School.
- This job specification is current at the date shown. It will be reviewed from time by the Senior Nurse Manager to ensure that it remains current and the School reserves the right to make reasonable changes.

4. Key Performance Measures

- Pupil, parent and staff feedback
- Annual staff appraisal programme

5. Knowledge, Skills, Experience and Personal Attributes

Qualifications

First-aid certificate (training will be provided if necessary)	Desirable
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Knowledge and Understanding

An empathy for teenagers	Essential
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Skills

Excellent interpersonal skills with the ability to communicate effectively verbally and in writing with both, children and adults.	Essential
Good IT skills (especially with Microsoft Word and Excel)	Essential

Experience

Experience in a similar or allied role	Desirable
Experience of dealing with adolescents	Desirable

Personal attributes

Commitment to safeguarding children and young people	Essential
Commitment to continuous professional development	Essential
Willingness to commit to the School's aims and values	Essential
Commitment to equity, diversity and inclusion and understanding how this applies to the role	Essential
A positive, confident and good-humoured nature	Essential
Ability to maintain confidentiality	Essential
Tact and diplomacy	Essential
The ability to be flexible as required by the demands of the role (within reason and subject to mutual agreement)	Essential

6. Confidentiality and Data Protection

In the course of their employment, staff may have access to confidential information relating to pupils and their families, or to the general business of the School, and they are required to exercise due consideration in the way in which they use such information. A strict code of confidentiality must always be respected and followed. The School is registered as a Data Controller with the Information Commissioner's Office (ICO) for the purposes of UK General Data Protection Regulation (UK GDPR) and staff must not at any time use the personal data held by the School or disclose such data to a third party. Staff should not act in any way which might be prejudicial to the School's interests.

7. Child Protection at St Edward's

St Edward's is committed to safeguarding and promoting the welfare of children and young people and we aim to create and maintain a safe environment for our pupils, where they feel respected and supported. We expect all staff to share this commitment and to become familiar with our policies

and procedures for child protection and security. It is a requirement of the Children Act and Care Standards Regulations that all employees of the School must receive enhanced clearance from the Disclosure and Barring Service.

8. Health and Safety

The School is obliged, so far as is reasonably practicable to provide safe and healthy conditions and safe systems of work for all employees which prevent risk to health, safety and welfare. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others. Employees must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the statutory provisions.

9. Holiday

This is a term-time only role and the remaining weeks of the year are non-working weeks, of which six weeks (pro-rata if part-time) count as paid holiday. Bank holidays which fall in term time may well be working days for which no time off in lieu or extra remuneration will be applicable. Out of term weeks would typically be considered during October Exeat, end of Autumn term (Christmas break), February Exeat, end of Spring term (Easter break), May Exeat and end of Summer term (Summer break till the end of the School's academic year).

10. Pension

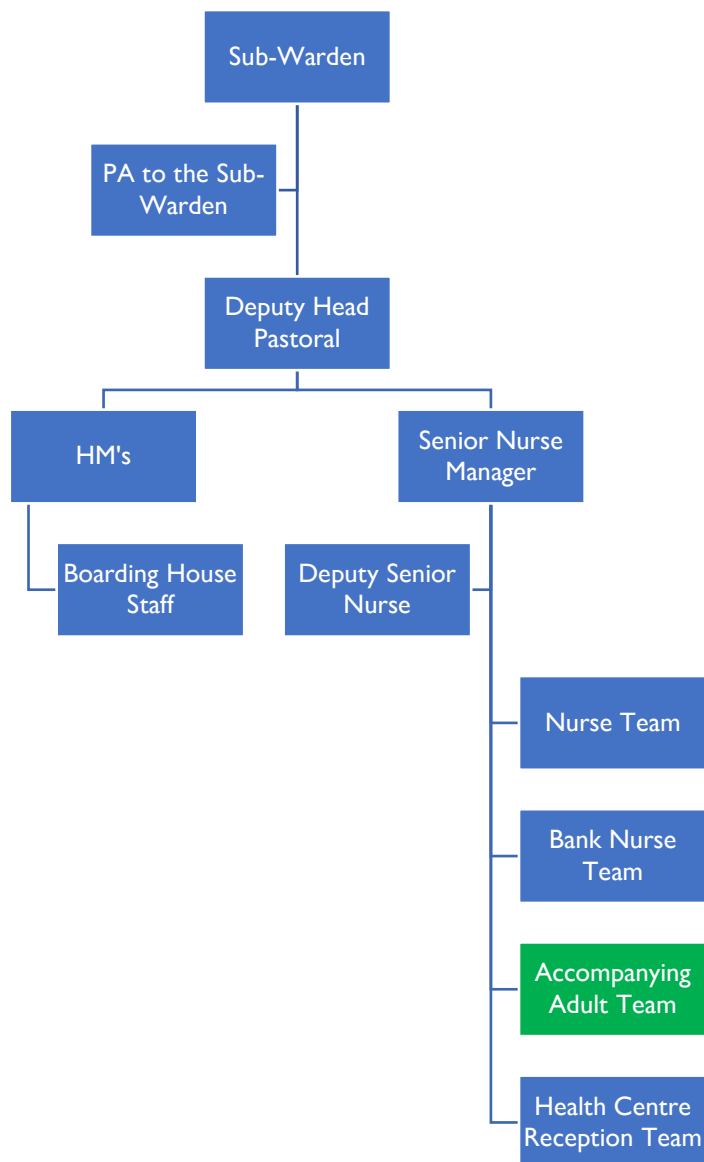
The role is eligible for membership of the School's pension scheme for support staff. This is a defined contribution pension scheme offering the following three tiers:

	Employee contribution rate (‘You’)	Employer contribution rate (St Edward’s School)
Tier 1	5%	8%
Tier 2	7%	10%
Tier 3	9%	12%

11. Probationary period

The appointment is subject to a probationary period of three months.

12. Organisation Chart



*The current structure will be changing from September 2024, although the direct line manager of this role will not change.