



MERCHANT TAYLORS'
School

Job description	
The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment	
The School	Merchant Taylors' School is a large Independent Boys' School, situated in 286 acres of parkland in Northwood, Middlesex. The School was founded in 1561, is owned by the Merchant Taylors' Educational Trust and moved to its present site in 1933. There are four distinct boys' day schools on campus. The Nursery, the Pre-Prep & the Prep cater for 340 boys, while the Senior School has some 930 pupils. The School employs over 140 teachers and 160 Support staff across Merchant Taylors' School.
Job title	Paramedic
Function	Support Staff
Reports to	Bursar
Line management duties and responsibilities for	N/A
Summary of role	The role of the School Paramedic is to provide immediate response first aid medical cover to both boys and staff and to provide first aid training to the School's pool of First Aiders.
Main duties and responsibilities	<ul style="list-style-type: none">• Provision of First Aid cover by treating and dealing with accidents, injuries and emergencies during the School day and Saturday sports fixtures• Provide medical assessments and any course of treatment to pupils and staff prior to calling emergency services or transporting them to a designated hospital or care facility for treatment where appropriate and required• Delivery of First Aid training to staff to use first aid techniques correctly• Monitor stock control of First Aid equipment and report replenishment requirements to Head Porter• Attend RFU medical training on immediate care in sport as and when required

	<p>These duties and responsibilities are intended as a guide only. The Paramedic will be expected to undertake any reasonable task or responsibility as requested by the Bursar.</p>
Safeguarding responsibilities	<p>It is the post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact and to adhere to and ensure compliance with the School's Safeguarding Policy Statement at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the Head Master</p>

Person Specification

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	Essential	Desirable	Method of assessment
Qualifications	<ul style="list-style-type: none">• Drivers Licence• Paramedic qualification• Registered with the Health and Care Professions Council (HCPC)• First Aid qualification	<ul style="list-style-type: none">• Level 6 Paramedic• Evidence of commitment to professional development• Current first aid certificates	Production of the Applicant's certificates Discussion at interview Independent verification of qualifications
Experience	<ul style="list-style-type: none">• Relevant voluntary or work experience in a medical or health related field• Demonstrate experience of working with patients or people in need of care	<ul style="list-style-type: none">• Experience working in a school• Dealing with safeguarding issues• Experience of working with children and liaising with parents.	Contents of the Application form Interview Professional references
Skills	<ul style="list-style-type: none">• Computer literate and competent in Microsoft IT applications, specifically excel.• Ability to keep accurate and confidential records• Excellent written and verbal communication skills		Contents of the Application form Interview Professional references

	<ul style="list-style-type: none"> • Ability to work on site independently 		
Knowledge	<ul style="list-style-type: none"> • Comprehensive knowledge of first aid procedures and management of medical procedures in a school or similar environment • Knowledge of medical confidentiality 	<ul style="list-style-type: none"> • Understanding of common illnesses in young people and appropriate treatment. • Knowledge of safeguarding procedures and legislation (Keeping Children Safe in Education) 	<p>Contents of the Application form</p> <p>Interview</p> <p>Professional references</p>
Personal competencies, qualities, attitude and behaviours	<ul style="list-style-type: none"> • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people. • Emotional resilience in working with challenging behaviours • Ability to make swift decisions and stay calm under pressure • Ability to prioritise tasks successfully and plan ahead and anticipate requirements • Empathy and care for others 		<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>

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General Conditions

Start date	1 September 2022
Hours	35 week term time only 34 hours per week (Mon, Weds, Thurs, Friday and Saturday) 9.30 am to 5.30 pm (Mon, Weds, Thurs, Friday) 9.00 am to 4.00 pm (Saturday) One hour unpaid lunch break
Salary	£17,225 - £19,890 dependent on relevant skills qualifications and experience.
Holiday	Statutory holiday accrual paid within salary and taken during School holidays.
Other benefits	15% employer contribution to a defined contribution pension scheme (Contributory) Life cover 4 x annual salary and income protection. Access to a flexible benefits in lieu of pension contribution (all of the above subject to eligibility criteria) Use of School leisure facilities, including pool, gym and lake. Lunch provided free of charge when the School Catering Department is open Free parking on site.
Closing date for applications	Monday 4 th July 2022, 12pm
Interviews to be held	Wednesday 6 th July 2022

Merchant Taylors' School is an equal opportunities employer committed to safeguarding and promoting the welfare of children. As this role will bring you into contact with children you are expected to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).