



ST MARY'S SCHOOL ASCOT

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# APPOINTMENT OF A HEALTH CARE ASSISTANT



# WELCOME TO ST MARY'S SCHOOL ASCOT

Welcome



Thank you for taking an interest in joining us at St Mary's School Ascot. Ours is a warm and caring community where we are passionate about bringing out the full potential of each of our 390 pupils. We are proud of the strength of our academic achievements and work tirelessly to build on our tradition of excellence both in and out of the classroom. As a full boarding school, we offer a wealth of co-curricular opportunities, meaning that life at St Mary's is vibrant, exciting and always good fun.

St Mary's offers a stimulating and fulfilling working environment. Our staff are talented, friendly, and absolutely dedicated to the work they do. They enjoy supporting each other, and take pride in helping us to provide the very best all-round education for the pupils in our care.

We know that the successful candidate will love working here. We look forward to hearing from you.

**Mrs Danuta Staunton**  
Headmistress



# THE VISION AND ETHOS OF OUR SCHOOL

The school's Vision is to provide a modern and holistic Catholic education of outstanding quality for young women to inspire and empower them to play their full part in the global community.

The school's Ethos to realise this Vision is:

- **Nurturing** in each pupil a sense of their own worth and talents by fostering their intellectual, spiritual and personal development.
- **Developing** in each pupil a love of learning and independent thought through a rigorous academic education.
- **Promoting** a strong sense of personal responsibility, kindness, cooperation and social justice founded in respect for the diverse needs of others in a global community.
- **Encouraging** each pupil to enjoy the full sacramental life and spiritual richness of the Catholic Church.
- **Fostering** a partnership between parents, school and the wider community.
- **Inspiring** in each pupil the confidence to collaborate and to lead through an enriching and fulfilling boarding experience.
- **Following** in the spirit of Mary Ward who cherished 'freedom of spirit, sincerity, and a cheerful disposition'.





# OUR KEY FEATURES

The Board of Governors defines the school through five features:

**A Roman Catholic school.** Over 97% of pupils and over 50% of staff are Roman Catholic. We have a full-time resident Catholic chaplain.

**A girls' school.** St Mary's puts the interest of girls first, allowing them to reach their full potential in all that they choose to do.

**A full boarding school.** Over 95% of our pupils are full termly boarders and the rest are day boarders. All staff contribute to the boarding life of the school.

**A relatively small school.** We are proud to be a small school which enables us to provide first class individual education and pastoral care to all our pupils.

**An academic school.** St Mary's has a strong record of academic excellence. There are over 120 pupils in the Sixth Form all following A Level courses, and all are supported in their journeys into higher education, including Oxbridge.



## ABOUT THE SCHOOL

St Mary's is a leading Roman Catholic girls' boarding school set in 55 acres of beautiful grounds in the Berkshire countryside, a 45 minute journey from London, and a 20 minute walk from Ascot train station. The school was founded in 1885 by the Institute of the Blessed Virgin Mary, drawing on the inspiration of the Institute's foundress, Mary Ward, who dedicated her life to promoting girls' education across Europe in the 17th century. Mary Ward's belief, that 'women in time will come to do much', infuses the very fabric of St Mary's to this day.

St Mary's is a boarding school, with only a handful of day pupils who live nearby. The majority of our intake is at Years 7 and 9. Very few girls leave at the end of Year 11. The girls follow a full and challenging academic curriculum throughout the school day. In the afternoons and evenings and on weekends, they take advantage of a vast range of activities, including visiting speakers, academic support sessions, clubs and societies, sport and trips.

The school continues to invest in the development of first class facilities. These include a state-of-the-art performing arts centre, a purpose-built sports complex and all-weather athletics track, two libraries, a new pupil refectory, and most recently a sixth form boarding complex.

The Headmistress is a member of HMC (Headmasters' and Headmistresses' Conference), the GSA (Girls Schools Association), CISC (Catholic Independent Schools Conference) and the BSA (Boarding Schools Association).

For more information about the school, please visit our website: [www.st-marys-ascot.co.uk](http://www.st-marys-ascot.co.uk)





# ABOUT THE ROLE

St Mary's is seeking to appoint a part-time Health Care Assistant from September 2024.

## THE HEALTH CENTRE

The Health Centre plays a vital role in caring for pupils in our busy full boarding school and supporting the pastoral, wellbeing and safeguarding needs of pupils during the day and overnight. It is located in the school's main building and has undergone substantial refurbishment. The Health Centre has eleven beds for pupils, a nurse's office, doctor's office, consulting rooms, waiting room, kitchen and bathrooms. The School Doctor holds surgeries at the school twice a week, and all pupils are registered with a local surgery as NHS patients. We have two visiting counsellors, who see pupils in the Health Centre and work closely with the medical and boarding teams, as well as other visiting professionals such as a physiotherapist and an Alexander Technique teacher. The Health Centre team is supported by a part time administrator, who works Monday to Friday mornings during term time.

The line manager for the Health Care Assistant is the Senior Nurse.

## PERSON SPECIFICATION

We are seeking to appoint a Health Care Assistant who is enthusiastic, proactive and discreet, with strong administrative and organizational skills. They must have a good sense of humour, sound common sense and a genuine interest in and a liking for young people. They should also have highly developed interpersonal skills and, ideally, experience with young people in schools or other settings.

The Health Care Assistant must:

- be ICT literate for the purposes of electronic record-keeping;
- have excellent written and verbal communication skills and be able to relate well to staff, pupils and parents;
- have the ability to prioritise and manage workload;
- be able to work in an organised and methodical way, prioritise effectively, and have sound organisational skills;
- be able to work accurately, with attention to detail and work effectively under pressure;
- be able to maintain confidentiality;
- have excellent interpersonal skills and be able to work effectively as part of a team.

## RESPONSIBILITIES

### Core Responsibilities:

- Support the nursing team in the Health Centre as required.
- Administer homely remedies and prescribed medication.
- Help ensure compliance across the ordering, dispensing and disposal of medicines, including meticulous and accurate record-keeping of medicines kept and dispensed in school.
- Liaise with the local pharmacy as needed.
- Liaise with Heads of House, Head of Boarding, Residential staff and other staff as appropriate.
- Offer pastoral care to unwell pupils in the Health Centre, such as providing food and drinks, monitoring temperatures etc.
- Change bedding in Health Centre rooms.
- Respond to emails in the Health Centre inbox.
- Communicate promptly and efficiently with parents.
- Ensure pupils have taken their prescribed medication.
- Ensure that accurate records are maintained.



## Other duties:

This job description sets out the main duties of the Health Care Assistant. No job description can be fully comprehensive and the Health Care Assistant will be required to support the Headmistress in any work reasonably required to support the operation of the school.



## WORKING AT ST MARY'S

**A Catholic school.** Nearly all pupils and about 50% of the staff are Roman Catholic. It is not a requirement of this post that applicants should be Catholic but all staff at the school are expected to be sympathetic to the religious and boarding character of the school.

**Full-Time/Part-Time** This is a part-time, term time only appointment.

**Salary.** £9,100 per annum.

**Accommodation.** The post holder is not required to be resident on site and accommodation is not offered with this role.

**Working Days and Hours.** This position will be based on 16 hours per week spread over three days: Tuesday and Wednesday from 8am – 2pm and Thursday from 4pm – 8pm. There may be some flexibility with these timings to suit the needs of the school and the applicant's availability.

**Additional Days.** All staff are required to attend six full days of INSET per year which are currently scheduled in the week before the start of each term.

**Holidays.** Holidays must be taken during the school holidays and must not clash with INSET.

**Probationary Period.** The first six months of employment is a probationary period and during the probationary period the notice period by both the job holder and the school will be one week.

**Notice Period.** On successful completion of the probationary period, the notice period for both the job holder and the school will be one month.

**Pension.** The Health Care Assistant will be automatically enrolled into the school's workplace pension scheme currently provided by The People's Pension.

**Meals.** Staff are currently able to enjoy lunch in the staff refectory. This privilege is currently provided free of charge, but this is kept under review and the school reserves the right to change the arrangement.





## HOW TO APPLY

A short letter of application addressed to the Headmistress, Mrs. Danuta Staunton, a completed application form and the names, addresses and telephone numbers of three referees (including the current or latest employer) should be sent to [recruitment@st-marys-ascot.co.uk](mailto:recruitment@st-marys-ascot.co.uk)

Applications will be considered upon receipt.





## ST MARY'S SCHOOL ASCOT

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