



*St Gregory's  
Catholic College  
Bath*



*An education for the whole person*  
Academically, personally and spiritually

Application pack for the post of:

## **Medical Response Officer**

Monday-Friday, min 32.5 – max 37 hours per week, Term Time only plus all INSET days.

Grade 4 SCP 7-8 £19,307 (actual 32.5 hpw), £21,981 (actual 37 hpw), £25,584 FTE

To start asap

**Closing date:** Sunday 19 January 2025

**Interviews:** Week commencing 27 January 2025

We reserve the right to bring the interview date forward.

*In Christ we flourish*

St Gregory's, Catholic College  
Combe Hay Lane, Bath, BA2 8PA  
T 01225 832873  
[www.st-gregorys.org.uk](http://www.st-gregorys.org.uk)

# Welcome

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Dear Prospective Applicant

Thank you for your enquiry regarding the post of **Medical Response Officer** at St Gregory's to start as soon as possible.

St Gregory's is an over-subscribed high achieving school with a national reputation for excellence. Our motto is 'In Christ We Flourish' and we place great emphasis on our inclusive 'family' atmosphere where all are nurtured to develop their God-given gifts and virtues.

Our most recent Ofsted inspection judged us as 'Good' with 'Outstanding' features in both 'Behaviour and Attitude' and 'Personal Development'. We are also recognised as an 'Outstanding' secondary school in our Section 48 Inspection, highlighting St Gregory's as a flourishing educational community where every child is valued and encouraged to grow as individuals.

We are a school community which prioritises the safety and wellbeing of our students and staff. Everyone at St Gregory's is responsible for the safeguarding and wellbeing of our staff and students and we are committed to following safer recruitment practices to ensure we provide a safe environment for our students. Successful candidates will be considered as working in Regulated Activity and therefore will be subject to an enhanced DBS check including a Children's Barred List check.

As a Catholic school we provide our students with a moral compass based on Catholic Social Teaching that supports their growth and development. It is essential that our students are encouraged to have enquiring minds, ask questions and form their own opinions. The pastoral care at St Gregory's ensures that our students grow into well-rounded, reflective, caring and thoughtful young people, ready to take their place in society.

We are an inclusive school that places the student at the heart of everything we do. As a Catholic school our values are explicitly Christian, however you do not have to be of the Catholic faith to apply for this post.

There is a warm, welcoming family atmosphere at St Gregory's that underpins our culture as a school. By working together we aim to provide the very best opportunities for all our students and staff.

If you possess the necessary skills and experience and would like to apply for this post, please submit your application by midnight on **Sunday 19 January 2025**. Interviews will be held **Week commencing 27 January 2025**. Please note we reserve the right to bring the interview date forward. If you have any further questions please do not hesitate to contact Melissa Richter, Officer Manager by email at [richterm@st-gregorys.org.uk](mailto:richterm@st-gregorys.org.uk).

Yours faithfully, Mrs M George, **Headteacher**

# *Mission Statement*

As a Catholic school, our inspiration is Jesus Christ. We therefore promote the dignity and well-being of every child and ensure that they flourish with us in a safe, happy and enriching environment.

We believe that everyone is gifted and called by God to fulfil some definite service for the greater good of society. We will help our students to discover their vocation in life, to achieve their full potential and to use their gifts for the greater glory of God.

Mission Statement, approved by the Governing Body



# Employee Benefits

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## An inclusive and diverse workplace

We are fully committed to sustaining a positive and mutually supportive working environment free from harassment, discrimination, bullying and victimisation where staff can work collaboratively and productively together, and where all staff are equally valued and respected.

Through working collaboratively with staff, students, parents, volunteers and governors we aim to remove barriers that you may face and promote equality of opportunity so that you can achieve your full potential in our school.

# Medical Response Officer

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<b>Post:</b>	<b>Medical Response Officer</b>	
<b>Start date:</b>	<b>As soon as possible</b>	
<b>Contract type:</b>	<b>Permanent, Term Time only plus all INSET days</b>	
<b>Hours:</b>	<b>32.5-37 hpw Monday-Friday 8:30am – 3:30pm (32.5 hpw) or 8:30am-4:30pm (37 hpw).</b>	
<b>Salary:</b>	<b>Grade 4 SCP 7-8 £19,307 (actual 32.5 hpw), £21,981 (actual 37 hpw), £25,584 FTE</b>	
<b>Closing date:</b>	<b>Midnight, Sunday 19 January 2025</b>	<b>Interviews: W/C 27 January 2025</b>

Our students are amazing. They are clever, kind and a joy to work with. They inspire, challenge and drive us as professionals to deliver the highest standards of education and care; to fill their school life with academic rigour, compassion and laughter. School is a busy and varied place of work, but as a team, we work together to reach out, find solutions and truly make a difference in the lives of young people.

We are seeking an exceptional colleague to join us as our Medical Response Officer, providing care and support to our school community. We are looking for a passionate individual who has the capability to support our students who are in need of a first line response to injuries, illness and administering prescribed medication. The successful candidate will be able to identify when a medical situation needs escalation, when a child can be supported to return to class and must be able to follow explicit medication guidance. Exceptional organisational and communication skills are absolutely essential for this role.

The successful candidate will act as a key part of our safeguarding Team, recognising and escalating safeguarding concerns and supporting students accordingly under the direction and advice of the wider Pastoral Team. This role provides general administrative support to our Attendance and Alternative Provision Teams as part of its wider pastoral responsibilities working across both the main school and Sixth Form.

You do not need to have worked in a school environment before and you do not need to be a trained medical professional although of course we also welcome applications from experienced professionals.

Applicants must possess a minimum of three GCSEs or equivalent, one of which must be English/Literacy. A relevant professional qualification is also desirable but not essential.

## **Why you should join St Gregory's:**

We passionately believe that every child can discover their own remarkable place in the world and the contribution that you bring to our school deserves its own rewards. As a member of our team, you can expect:

- a supportive employer that will work with you to meet your working needs
- access to the Local Government Pension Scheme
- a positive and innovative learning culture where well-being and workload are effectively managed
- a vibrant and dynamic student body that deserves the very best in teaching and support
- professional support to help you develop your career
- free parking
- the opportunity to take an unpaid 'career break' after five years of continuous service





*“Saint Gregory’s is simply the best school in every possible way. My children have gone from strength to strength due to excellent teaching and pastoral care. They are confident, capable, well-rounded and above all, happy.”*

Parent

# About St Gregory's

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St Gregory's is a Catholic voluntary aided secondary school which was established by the Diocese of Clifton. It primarily serves designated Catholic parishes in Bath and North East Somerset, North West Wiltshire and the north of the County of Somerset and admits students of 11-18 years. We are a popular co-educational school, founded on Catholic Christian values and with a strong family and community ethos. These values envelop the learning of our students, providing them with an academic start to life that is supportive, nurturing and inspiring. St Gregory's has a well-deserved reputation for academic excellence, outstanding pastoral care and an excellent enrichment programme.

In 2022, we were rated Good overall with Outstanding Behaviour & Attitudes and Personal Development by Ofsted. We are also recognised as an 'Outstanding' secondary school in our Section 48 Inspection, highlighting St Gregory's as a flourishing educational community where every child is valued and encouraged to grow as individuals.

Our GCSE and A Level results are excellent and not just in raw terms but also in the context of value-added. Such measures seek to identify the progress that every child makes during his or her time with us and show that our students make outstanding progress.

The achievement of our students consistently places our school as one of the top achieving state schools in the country. Students leaving St Gregory's progress to some of the very best academic institutions including Oxford, Cambridge and the Russell Group but, more than this, they leave having acquired the academic success, confidence and skills they need to continue their educational or career journey of choice.

We are located at the southern gateway to the World Heritage City of Bath with beautiful views towards the Severn Estuary and over Bath. Access to the school is easy as it is on main bus routes and next to the Odd Down Bath Park and Ride terminus.

The World Heritage City of Bath itself needs little introduction. Over four million tourists a year come to visit its many attractions, such as its Georgian architecture, its festivals, theatres, museums, restaurants and shops. It boasts excellent schools, rugby and football teams and Olympic standard training facilities at the University of Bath.

Bath is served by many attractive towns and villages, and our staff and students come from diverse locations.

# Behaviour for Excellence





# St Gregory's Catholic College at a glance

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## RE

- Religious Education
- Philosophy and Ethics
- Chaplaincy

## English

- English Language
- English Literature
- Literacy and Oracy

## Maths

- Maths
- Computer Science
- Business and Economics

## Science

- Biology
- Chemistry
- Physics

## Performing Arts

- Music
- Dance
- Drama

## Leadership

- Headteacher
- Director of Studies (Deputy Head Academic)
- Director of Pastoral Care (Deputy Head Pastoral)
- Assistant Headteacher Director of Sixth Form
- Assistant Headteacher Literacy and Oracy
- Assistant Headteacher Wider Participation and Enrichment
- Assistant Headteacher Behaviour and Attendance
- School Business Manager
- Facilities and ICT Manager
- Associate Assistant Headteacher: Senior Mental Health Lead

## PE

- Physical Education

## Careers

- Careers

## Technology

- Food technology
- Design and Technology

## Art and Photography

- Art
- Photography

## MFL

- French
- Spanish
- Mandarin

## Humanities

- History
- Geography
- Politics
- Sociology
- Psychology

## Inclusion

- SENCo
- One to one and small group support

## Pastoral

- DSL, DDSL
- Behaviour and Attendance
- HOY
- Alternative provision
- Medical

## Business Operations

- Attendance
- Admissions
- Data
- Exams
- Finance
- HR
- Sixth Form
- Main Office
- Secretariat

## Facilities and ICT

- ICT
- Facilities



*“Inspiration from the Gospel values are the ‘hallmarks’ of the education that pupils receive. Pupils reflect positively on their own beliefs and opinions, as well as those of others. Interactions between staff and pupils and between pupils are warm and respectful.”*

Ofsted.

# Job Description

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This job description should be read in conjunction with the professional duties set out in the governors' Pay Policy and Performance Management Policy.

The Governors of St Gregory's are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced certificate from the Disclosure and Barring Service including a Children's Barred List Check is required for this post prior to commencement plus other rigorous pre-employment checks

## Key Areas of Responsibility

### 1. Core Purpose, Duties and Responsibilities

- 1.1 To actively support and promote the school's vision and values as outlined in the Mission Statement.
- 1.2 To manage the medical room throughout the day.
- 1.3 To administer first line medical support to students, staff and visitors in the event of illness or incident.
- 1.4 To be the point of contact for parents, carers and emergency services in the event of illness or incident and key staff to ensure appropriate information and care is given.
- 1.5 To be the medical lead in case of major emergencies including lockdown.
- 1.6 To work with the Senior Leadership Team (SLT) on the planning and medical provision in the event of a large scale epidemic in line with Government guidance.
- 1.7 To complete health and safety online reports, in the case of reportable incidents, in liaison with the Facilities and ICT Manager. To ensure all reports are completed fully and within the required time frames.
- 1.8 To work closely with the School Nurse.
- 1.9 To oversee the administration of prescribed medicine to students.
- 1.10 To ensure student medical records are accurate and up to date.
- 1.11 To complete all necessary paperwork, including daily logs and health and safety risk assessments, accurately and in line with deadlines.
- 1.12 To be vigilant with regard to potential safeguarding or child protection matters.
- 1.13 To provide administrative support to the wider pastoral team with a particular focus on attendance across both the main school and Sixth Form.
- 1.14 To provide administrative support to the wider pastoral team with a particular focus on Alternative Provision.

### 2. Duties and Responsibilities

#### 2.1 Administration of First Line Medical Support

- 2.1.1 To administer first line medical support to students, staff and visitors in the event of illness or incident.
- 2.1.2 To assess the situation of a medical need and, if required, to call the emergency services and follow the relevant incident reporting procedures.
- 2.1.3 To remain present whilst the emergency services attend on the school premises.
- 2.1.4 In the event that a student is referred to the hospital, and the parent/carer is not available, then the requirement will be for the Medical Response Officer to support the student at the hospital until the parent/carer arrives.

- 2.1.5 To manage and prioritise the students who come to the medical room for medical attention to ensure those that need attention immediately receive it.
- 2.1.6 To seek support from other First Aid trained colleagues if required.
- 2.1.7 To contact parents/carers to send the student home in the event that they are too unwell to remain at school.
- 2.1.8 To liaise with the HR Manager and School Business Manager in the event of staff illness or incident.
- 2.1.9 To be responsible for the safe keeping of all medication onsite and to ensure the medical cabinet is locked at all times.
- 2.1.10 To ensure Epi-pens are clearly labelled and accessible in the medical room. Monitor the expiration dates and send reminders to parents/carers where necessary.

## 2.2 Administration and Record Keeping

- 2.2.1 To maintain a written daily log of all students who visit the Medical Room so it can be analysed as required.
- 2.2.2 To create a report three times a year for the Governors' Finance and Premises Committee highlighting any patterns or issues of concern.
- 2.2.3 To keep records of all students who have medical needs, e.g. diabetes and the medication they take. To ensure the records remain accurate and up to date (including expiry dates) and that there is written permission from the parents or carers to administer the medication.
- 2.2.4 To ensure that spare medication is taken home at the end of a term and new medication is logged and stored in the medical cabinet at the start of each term including logging when replacement medication is required/returned.
- 2.2.5 To ensure student prescribed medication requirement is clearly noted in their school planner.
- 2.2.6 To maintain Medical Care Plans for all students and staff who require them.
- 2.2.7 To complete health and safety investigations in liaison with the Facilities and ICT Manager and submit the online form and hard copy to the relevant parties in line with the specified timescales.
- 2.2.8 To keep an up to date record of all First Aid trained staff and ensure that their certification remains current and that sufficient numbers of staff are trained and certified in First Aid.
- 2.2.9 To arrange the annual flu vaccination for staff.
- 2.2.10 To check the school's defibrillator weekly to ensure that it is in good working order and keep a record of this.
- 2.2.11 To co-ordinate the school's immunisations in liaison with outside agencies and be present during the immunisation process to support students as necessary.
- 2.2.12 To be responsible for the staff accident book.

## 2.3 Medical Officer Support and Advice

- 2.3.1 To support and work alongside the School Nurse who visits the school one day a week.
- 2.3.2 To support students with medical needs with tools such as action plans, tips for managing their condition and using record charts.
- 2.3.3 To support students by encouraging good health and diet, for example during weekly weighing sessions with the School Nurse.
- 2.3.4 To liaise with SEND on specific student needs.
- 2.3.5 To be available to attend Year 7 Parents' Evening and Year 6 Intake and Induction days.
- 2.3.6 To attend Open Evening to offer general information to parents of those students with medical needs.
- 2.3.7 To regularly meet with the Pastoral Team to discuss any issues and how best to support the students.



- 2.3.8 To send periodic reminders to staff, parents and carers about good practice to keep our students safe, e.g. no nuts at school or no aerosols.
- 2.3.9 To send alerts to all staff to highlight potentially infectious/harmful diseases present in school, e.g. chickenpox, to raise awareness, especially for those who are vulnerable, and inform Health Agency if needed.
- 2.3.10 To liaise with key staff with regard to school trips to ensure that all required medication is prepared and ready for those specific students partaking in the trip and given to the trip leader.
- 2.3.11 To ensure First Aid kits are available for all school trips and ensure the items remain in good condition and that the kits are fully stocked. This includes the First Aid kit in the school minibus and a trauma bag in case of lockdown.
- 2.3.12 To ensure adequate spare First Aid supplies are available in the medical room and at strategic points around the school, as required.
- 2.3.13 To remain up to date with best practice for First Aid from sources such as the Local Authority, St John Ambulance, Red Cross, etc.

### 3. Post Dimensions

- 3.1 Number of staff managed: None
- 3.2 Departmental budget: None
- 3.3 Section budget: None

### 4. Physical Effort and Working Environment

- 4.1 The post is not exposed to any unpleasant conditions over and above those experienced in a day to day office environment.

### 5. Supervision received

- 5.1 The post holder will be line managed and supervised by the Office Manager.

### 6. Contacts

- 6.1 Appropriate staff within the school, parents and carers, the Local Authority and outside agencies as and when necessary.

### 7. Additional Responsibilities

- 7.1 To be prepared to attend meetings outside of office hours when necessary.
- 7.2 To deliver staff training when necessary.
- 7.3 This job description only contains the main accountabilities relating to the post and does not describe in detail all of the duties required to carry them out.
- 7.4 To perform, in accordance with any direction which may reasonably be given to you by the Headteacher from time to time, such particular duties as may reasonably be assigned to you.

8. Professional Development

8.1 The postholder will be expected to undertake any appropriate training provided by the school to assist them in carrying out any of the above duties.

9. Safeguarding

9.1 The Governors of St Gregory's are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced certificate from the Disclosure and Barring Service is required for this post prior to commencement.

10. Special Notes and Conditions

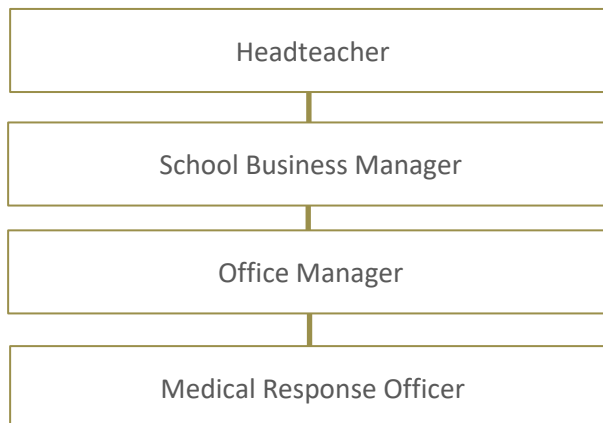
10.1 To provide reporting data to SLT and Governors as and when required.

10.2 This post is offered on the basis of term time only plus all INSET days.

10.3 All employees of St Gregory's are expected to be supportive of the Christian ethos of the school, its aims and Mission Statement.

10.4 This job description will be reviewed annually or more frequently if necessary by the Headteacher in consultation with the post holder.

11. Organisational Management Chart



# Person Specification

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Medial Response Officer	Essential	Desirable
<b>Safeguarding Children</b>		
A clear understanding and commitment to safeguarding and promoting the welfare of children and young people	✓	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓	
Appropriate attitudes to the use of authority and maintaining discipline.	✓	
<b>Qualifications and professional development</b>		
Minimum of three GCSE passes at Grade C or equivalent including literacy and numeracy	✓	
First Aid qualification or willingness to complete a programme of study Within three months of appointment	✓	
Relevant professional qualification or equivalent		✓
<b>Experience/Knowledge</b>		
Experience of individual work or group work with children and families	✓	
An understanding of child and family dynamics	✓	
Understanding of child development	✓	
Computer literate	✓	
Experience of working in a school setting		✓
Experience of working with vulnerable children		✓
<b>Skills</b>		
Calm and supportive manner when dealing with students or staff who may be feeling anxious or suffering trauma	✓	
Ability to relate well to both children and adults	✓	
Able to work as part of a team	✓	
Able to prioritise own workload and self-motivate	✓	
Excellent communication skills	✓	
Child centred approach to working	✓	
Ability to work in a high pressure environment	✓	
Excellent communication skills (both written and verbal)	✓	

Personal attributes		
A positive role model for students and staff	✓	
Supportive of the Christian ethos of the school	✓	
Emotionally intelligent	✓	
Motivated	✓	
Ability to relate well to both children and adults	✓	
Able to work as part of a team	✓	
Have a positive, sympathetic but efficient manner	✓	
Calm under pressure	✓	
Organised and punctual	✓	
Willing to contribute to the wider life of the school		✓





*“The high quality of pastoral care shown to all members of the community, both students and staff, is outstanding.”*

Clifton Diocese Section 48 Inspection Report

# Applications

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**Closing date:** Sunday 19 January 2025  
**Interviews:** Week commencing 27 January 2025

Applicants are asked to submit their application online via <https://www.eteach.com/> or via <https://mynewterm.com/>

**We are not currently able to accept postal applications at this time.**

No other material (such as testimonials, résumés or CVs) will be considered during the selection process.

Please note that you **must have the existing right** to work in the UK to apply for this post. St Gregory's does not have a sponsorship licence.

We are an equal opportunities employer and are committed to safeguarding and promoting the welfare of children.

We follow safer recruitment practices and appointments are subject to an enhanced DBS check, satisfactory professional references, qualification verification, overseas certificates of good conduct and the right to work in the UK.

All staff are expected to undertake comprehensive child protection training and must share in the school's commitment to the safeguarding and wellbeing of our students and staff.

A copy of the Safer Recruitment Policy and our CP Policy can be found on our website at <https://www.st-gregorys.org.uk/key-information/item/3/safeguarding>.

# *School Creed*

At St. Greg's, we are a family.

We believe in the living presence of God in our school, our community and world.

We are all equal and worthy of dignity and RESPECT in a community founded on inclusion and diversity.

We support each other and recognise our potential to thrive.

ASPIRATION and quality education are at the heart of our mission.

We walk together in the footsteps of Jesus and witness to the Gospel.

Our RESPONSIBILITY is to always be kind and caring to all and to be stewards of creation. We all have VIRTUES and are valued and loved in the sight of God. Each of our lives is a gift to be nurtured as we journey together towards our true vocation.

In Christ we Flourish

Amen

Written by the students of St Gregory's Catholic College



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