

# ERSKINE STEWART'S MELVILLE SCHOOLS



## Job Description

### School Medical Support (Maternity Cover)

#### Purpose of Job

The School Medical Support (Maternity Cover) will work alongside the School Nurses, as part of the team responsible for the Medical Department at Ravelston, covering The Mary Erskine School (MES) and the ESMS Junior School (Nursery - P3).

#### Accountability

The School Medical Support (Maternity Cover) will be accountable directly to the Deputy Head (Middle School and Admissions).

#### Authority

The School Medical Support (Maternity Cover) will have authority as delegated by the Senior Nurse and other promoted staff.

#### Key Relationships

The School Medical Support (Maternity Cover) works closely with the team of Nurses across all sites, the Health and Safety Advisor and the School Counsellor. They will also liaise with a range of internal and external stakeholders, including parents.

#### The Post:

#### Key Responsibilities

#### Vision and Values

- Promotion of ESMS values of Kindness, Confidence, Resilience, Integrity, and Curiosity in all aspects of the role
- Promotion of role modelling behaviours that align with the three school pillars of Ambition, Innovation, and Community
- Fostering an environment that supports the development of these values among students and staff

#### Working with Others

- Compliance with all ESMS policies and procedures
- Treating people fairly, with dignity and respect to maintain a positive school culture
- Ensure effective planning, delegation and support of responsibilities
- Developing a culture of high expectations for all and taking action when performance does not live up to these
- Taking responsibility for personal development, both personally and of team members.

## **Community**

- Positive relationships with the wider ESMS community
- Communicating clearly with parents and carers to engender a climate of mutual respect
- Working in collaboration with other independent schools to promote effective initiatives and share good practice.

## **Safeguarding**

- Adhering to the principles and guidelines of “Getting It Right For Every Child” (GIRFEC) to ensure every child receives timely and appropriate support with their welfare as paramount.

## **Supporting the leadership of the Schools/ Duties and Responsibilities**

- Care for children who become unwell or are injured during the school day
- Provide support for pupils with ongoing or additional health needs, ensuring their well-being is prioritised
- Safely store, maintain, and administer medication in accordance with NMC/RCN guidelines and school policy
- Communicate with parents/carers regarding the medical and health needs of pupils
- Maintain confidential medical records for individual children in line with NMC guidelines and school policy
- Document accidents and incidents and follow up as necessary
- Communicate with teaching and support staff including relevant members of school management in MES and ESMS Junior School, and any external bodies (e.g. school doctor)
- Liaise with Child Protection Co-ordinators, monitoring and supporting children at risk
- Regularly check and replenish first aid supplies in designated school locations and ensure first aid boxes are available for educational visits.
- Provide first-aid advice to staff and pupils, and ensuring that the appropriate medical kits are provided for out of school activities (e.g. Duke of Edinburgh, Carbisdale, school trips, etc.)
- Checking emergency defibrillators/asthma kits weekly

## Person Specification

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of dealing with injuries</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working as a paramedic</li> <li>• Experience working in an education setting</li> <li>• Awareness and experience of working with mental health issues linked with young people</li> </ul>
<b>Education/Qualifications</b>	<ul style="list-style-type: none"> <li>• First Aid at Work (FAW) Certificate</li> </ul>	<ul style="list-style-type: none"> <li>• Paediatric First Aid Qualification</li> <li>• Registered with the Health &amp; Care Professions Council (HCPC)</li> </ul>
<b>Skills/ Abilities/ Capabilities</b>	<ul style="list-style-type: none"> <li>• Sound understanding of safeguarding principles and data protection</li> <li>• Excellent communication and analytical skills with a commitment to delivering excellent service.</li> <li>• Ability to multi-task and prioritise own workload with good attention to detail.</li> <li>• Independent, self-motivated and organised; with an ability to work as part of a team.</li> <li>• Ability to remain calm under pressure and follow procedures to ensure safety and well-being of pupils and colleagues.</li> </ul>	

<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Positive, confident personality and an enthusiasm for, and enjoyment of, children's company</li> <li>• Naturally demonstrate a 'can do' helpful attitude</li> <li>• Sensitivity to others</li> <li>• Emotional resilience</li> </ul>	
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### Personal Qualities

- Boundless energy and resilience to allow challenges to be viewed as opportunities
- Dealing with every situation calmly and professionally
- Strong commitment to seeing and bringing out the best in students
- A desire for fairness, dignity, and respect in every interaction
- Excellent oral and written communication skills
- Excellent self and time-management skills
- Active listening and authenticity
- The highest level of personal integrity
- Ability to deliver constructive feedback

### Development of Self and Empowerment of Others

- Appreciates the impact of change on the school and individuals
- Challenges, influences and motivates others
- Nurtures professional interpersonal relationships with staff and students
- Uses courage, care and curiosity to deal with conflict.

### REMUNERATIONS AND OTHER CONSIDERATIONS

As an equal opportunities employer, ESMS is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership. We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join ESMS.

**The post** This is a maternity cover, part time, term time position available from 5 May 2025 until 27 March 2026 (subject to satisfactory pre-employment checks).

**Hours of Work** The hours of work will be part-time, Monday from 10.15am to 5.30pm, Tuesday from 8.15am to 5.30pm with 30 minutes unpaid for lunch each

day and Thursday from 10.15am to 2.45pm, totalling a paid working week of 20 hours.

<b>Salary</b>	Remuneration will be on the ESMS Support Staff Salary Scale H (£15,722-£17,415 per annum). Salary will reflect qualifications and relevant experience.
<b>Holiday</b>	Annual leave will be a paid allowance in the annual salary as this is a term time only contract. All holidays will be taken during the school holidays.
<b>Location</b>	The postholder will be based at the Mary Erskine School at Ravelston.
<b>Eligibility</b>	ESMS is unable to sponsor the employment of international workers in this role. International applicants will therefore be unable to apply for and secure a Skilled Worker visa. The successful candidate will only be able to take up this role if they can demonstrate an alternative right to work in the UK.
<b>Pension</b>	Candidates will be enrolled automatically into the Merchant Company Stakeholder Pension Scheme.
<b>Staff Benefits</b>	Staff are offered a range of benefits including: use of the Schools' swimming pool and fitness room outside school hours and membership of the ESMS Discount and Benefits Scheme, including a range of discounts at 130,000 retail and entertainment locations, as well as access to our EAP provider, Care First.

**The closing date for applications is 12pm on 9 April 2025. We anticipate interviews will be held week commencing 14 April 2025.**