

## HIGHGATE WOOD SCHOOL

'Making a positive difference to students' achievements and experiences,  
maintaining the highest expectations  
and inspiring self-belief'

The successful candidate will share a commitment to:

Our core values as defined in our mission statement & motto (above) and our student ethos underpinned by Courtesy, Consideration, Contribution and Co-operation.

A belief that every student can achieve irrespective of starting point or circumstance.

You will commit to our staff culture (as defined below) and will play your role in promoting and contributing to this culture amongst all staff at HWS.

### HWS Culture – Non-Negotiables

#### SHOW UP!

- ✓ **S**tudents come first
- ✓ **H**ard work – we do whatever is necessary to provide the best experience for our students
- ✓ **O**ur own children. We make HWS a school that we would be proud to send our own children to. We work to this end every single day.
- ✓ **W**e and not I. We are a team. We do what we say we do – we stick to school strategy, behaviours and processes.
- ✓ **U**naframed of failure. We are not afraid to fail, nor to learn from failure. When things go wrong, we do not blame – we support each other and we look after each other
- ✓ **P**rofessional trust and accountability. We trust each other implicitly professionally because we hold ourselves and each other to account openly and honestly for doing all of the above

## **Medical Needs Assistant**

### **Person Specification**

Candidates should provide evidence in their personal statement of how they meet the criteria in the person specification.

### **Qualifications**

- Evidence of medical qualification/background
- Demonstrable level of literacy equivalent to GCSE A\*-C in English and Maths or equivalent Level 2 qualifications
- Evidence of recent training or further education.

### **Experience**

- Evidence of working within the medical profession
- Experience of working with young people and adults.

### **Skills and Competencies**

- Experience of working with students who have medical/physical/sensory needs would be desirable.
- A relevant medical or nursing qualification is a necessity.
- Excellent communication skills both orally and written.
- Excellent interpersonal skills so that relationships with colleagues are professional and supportive.
- The capacity to form positive relationships with students from a diverse background and to promote inclusion.
- Preparedness to undertake further medical qualifications as necessary.
- Good ICT skills
- The capacity to form positive relationships with students/staff and parents.
- The capacity to manage and direct one's own workload.
- To maintain high standards of punctuality and attendance and promote this with students.
- Ability to deal with sensitive information in a confidential manner.
- Understanding of and commitment to work within the scope of school policies and procedures.
- Knowledge & understanding of the school's health and safety policy.
- Ability to update and maintain accurate pupil records using the school's ICT (and other) systems.
- Ability to deal calmly with emergency situations.
- Ability to work effectively as part of a team.
- Experience of working with Medical Tracker would be an advantage.