Chetham's
School of Music

Overnight Carer

JOB DESCRIPTION

Job Title: Medical Centre Carer

Dept: Medical Department

Responsible To: Lead Nurse
Joint Principal (NS)

Hours: Term time plus one week during Summer School. 2 nights per week on a rota basis. Shift 8.45pm to 7.45am on weekdays, or 7.45pm – 8.15am at weekends.

Background

Our music programme, academic and wellbeing structures support the development of each individual student from the moment they arrive until the time they leave. Each student is provided with the skills and confidence to help them make the most of their opportunities at Chetham's, their chosen conservatoire or university and life beyond. We all accept responsibility for the development of each student; not only in terms of the highest musical and academic standards, but also in the confidence and self-esteem which comes from being valued as an individual at Chetham's.

Our students are individuals, and we recognise that each and every child arrives at Chetham's with talent and potential and must be able to succeed in our environment. Each student and their parents are therefore entitled to, and receive, specific, focussed support, which is adapted at every stage of their development according to their needs.

Chetham's aims to sustain excellent standards of individualised care. The School is committed to the ongoing support of existing staff through a variety of INSET on important issues relating to the welfare of children and to the training and support of new staff through its programme of Induction.

We promote moral and spiritual values through the quality of relationships between students and between students and staff. We help our students develop positive personal qualities, attitudes and values; our commitment to the care of others, as we nurture our students' musical and academic talents, remains paramount to the ethos of the school.

Medical Centre Carer – The Role

The overnight carer will be able to offer first aid (both physical and mental), a listening ear, and supervision for students who are unwell in the Medical Centre Unit. They will need to be professional when speaking to students, staff and parents. The overnight carer will keep the Medical Centre clean, tidy and hygienic.

Medical Centre Carer – The Person

The overnight carer will have some experience of caring responsibilities with young or vulnerable people. The person will be calm, approachable, kind, trustworthy, thoughtful and be able to put students, staff and parents at ease.

Medical Centre Carer – The Duties

- Sleep in but on call during the night as necessary
- Responsible for overnight care of students who are unwell in the medical bays
- To make drinks and snacks as required for unwell students in the medical bays
- To ensure the wellbeing of the students during their stay in the medical bays
- To record general observations such at temperature and height and weight checks
- To give over the counter medications as required under the direction of the nurse
- To give prescribed medications under the direction of the nurse
- To monitor students when unwell and seek further medical advice where necessary
- Basic triage of any new admissions in liaison with the House Staff Team (admit to medical, NHS 111 or 999) Training will be given.
- Communicate with House Staff and Parents to give condition updates where necessary
- General housekeeping duties such as stripping and making beds, sorting laundry, general tidying and household chores
- Stock taking and keeping stores replenished
- Equipment checks (daily vaccine fridge temperature and AED safety checks)
- General administration tasks and electronic record keeping
- First Aid provision for students and staff (First Aid at Work training provided)
- There may also be additional hours on a Wednesday taking students to outside medical appointments on an Ad-hoc basis

This is not an exhaustive list of duties and the carer will be expected to be flexible to meet the medical needs of the School community.

CHILD PROTECTION AND SAFEGUARDING CHILDREN

As a post holder I recognise my responsibility to promote and safeguard the welfare of children and young people for whom I am responsible, or with whom I come into contact. I will adhere to and ensure compliance with Chetham's Child Protection and Safeguarding Policy, the Staff Code of Conduct and related documents (available at www.chethams.com) at all times. If, in the course of carrying out the duties of the post, I become aware of any actual or potential risks to the safety or welfare of students at Chetham's, I have a duty to follow the reporting routes and to report any concerns to the Designated Safeguarding Lead or to the Joint Principal (NS).

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Our Policy and Procedure is in line with national directives and must be adhered to by all staff. Chetham's is committed to the development of good practice and sound procedures. We will always endeavour to fulfil our duty to challenge or intervene in order to protect all students at Chetham's. Concerns and referrals will be handled in a sensitive and professional manner which will support the needs of students and staff. Chetham's recognises the contribution it can make to protect and support students.

I confirm that I have read and understood this job description and that I agree to its contents.

Print Name: …….

Signature: …….

Date: …….

Personal Specification
Medical Centre Carer – Medical Centre

November 2022

	Essential	Desirable
Qualifications	English and Maths up to GCSE level	
		First Aid
		Mental Health First Aid
		Training in hygiene or health and social care
Knowledge, experience, and skills	Working with children or vulnerable people	
	Experience of working as part of a team	
	Caring experience	
	Current knowledge of Safeguarding issues	
	Ability to communicate effectively on paper and in person	
Personal attributes	Caring and supportive personality	
	Friendly and approachable	
	High degree of common sense	
	Thorough, pays attention to details	
	Courteous, patient, kind attitude	
	Good listener	
	Self motivated, flexible and enthusiastic	
	Honesty and integrity	
	Sense of humour	
	Smart and professional appearance	