



RADLEY



Healthcare Assistant

Radley College, Abingdon, Oxon OX14 2HR
01235 543000

www.radley.org.uk/employment/working-at-radley

Job Overview

Radley College is seeking a dedicated and proactive Health Centre Support Assistant to work alongside the nursing staff in providing high-quality healthcare to pupils. This role involves a combination of clinical support, administrative duties, and departmental caretaking to ensure the smooth operation of the Health Centre.

Key responsibilities include assisting with nursing care, conducting basic clinical assessments, managing stock and supplies, and overseeing infection control measures. The role also involves clerical support, handling pupil health records, coordinating vaccination programs, and maintaining communication with parents, staff, and external suppliers. Additionally, the Health Centre Support Assistant will contribute to health promotion initiatives and ensure compliance with safeguarding, confidentiality, and health & safety policies.

This is an excellent opportunity for an organised and compassionate individual to play a vital role in the wellbeing of students at Radley College.

This position requires 30 hours per week, during term-time only, from Monday to Wednesday. Occasionally, you will work on Saturdays instead of Wednesdays, and typically the first Sunday at the start of Michaelmas term to assist with new boys' medicals.

The Health Centre provides 24-hour care for boys who are unwell or injured. Our experienced team of nurses can also call upon a GP, who visits the school daily, physiotherapists and a team of mental health specialists, including a psychiatrist.

The Health Centre plays a key pastoral care role and boys know they can always stop by if they need a helping hand. Our nurses support the NHS School Immunisation Team in providing childhood immunisations in line with the national programme and are also able to provide travel vaccinations for school trips.



Person Specification

Criteria	Essential	Desirable
Educational achievements, qualifications and training	Standard equivalent to GCSE in English and Maths	Any training related to health care or care of young people
Experience		Experience working in a health care environment
Job related aptitude and skills	<ul style="list-style-type: none"> • An interest in working with young people • Understanding of issues relating to confidentiality for young people. • Ability to take initiative, with the support of line management • Good standard of written and verbal skills 	Knowledge of health issues and issues that impact on health in adolescence
Personal qualities	<ul style="list-style-type: none"> • Approachable, empathic, and a good listener • Positive outlook • Able to work to role boundaries. • Ability to work in a non-judgmental way • Ability to work as a member of a team • Good Communication skills 	
Special requirements	Good organisational skills	Clerical or administrative experience
Physical	Ability to move around the building (including stairs)	

Employee Benefits



Our stunningly beautiful, rural campus is situated 5 miles from Oxford with good bus and train links



Excellent pension scheme (contributory group personal pension scheme).



Holidays - The usual school holidays (approximately 17 weeks per annum) but may be required to work for varying short periods at the beginning and end of any term.



Free on-site parking



Reduced membership to the on-site Sports Centre (£50)



Free meals during term time



Reduced membership of the nine-hole golf course



Employee Assistance Programme confidential advice



College sickness scheme



Access to the well stocked school library



Regular social events for staff & family



Annual onsite free flu vaccination



CPD and opportunities for learning

About Radley College

Radley College is an independent boarding school of 765 boys situated five miles south of Oxford on a stunningly beautiful rural campus close to Radley village. The school is academically selective and offers a significant number of bursary places to talented boys from a variety of backgrounds. As a full boarding school, Radley is a vibrant and active place to work, one of the outstanding features of Radley is its sense of community and family atmosphere. The ethos of the school is one of warmth, generosity and kindness. We care about results in all areas of College life – we believe very much in the pursuit of excellence and have high expectations of ourselves and the boys – but care even more about the development of the character of each Radleian: culturally, emotionally and spiritually

How to apply

Applications must be submitted via the link on the website recruitment page.

We encourage early application and reserve the right to appoint at any time. Closing date for applications is 19 March 2025.

If you have any questions or would like to discuss the vacancy please email hr@radley.org.uk.

Safeguarding

Safeguarding is at the heart of all we do in the school.

Radley College is committed to safeguarding and promoting the welfare of its pupils and expects all employees to share this commitment. Employees must, at all times, have regard to the need to safeguard and promote the welfare of children in line with the provisions of the Children Act 2004 and Keeping Children Safe in Education and be fully aware of, and understand, the duties and responsibilities that apply to their role in relation to these requirements.

All employees must attend appropriate training in accordance with College and local Safeguarding Board stipulations. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. A disclosure, at the enhanced level, will be requested from the successful applicant but a criminal record will not necessarily be a bar to obtaining this position. They will also be required to produce original evidence of qualifications as well as evidence of the right to work in the UK.