



# Chetham's

## JOB DESCRIPTION

**Job Title:** Carer

**Responsible to:** Lead Nurse  
Vice Principal (JH)  
Joint Principal (NS)

### Information about Chetham's

Founded in 1653, Chetham's Foundation is a unique cultural institution and charity in the heart of Manchester combining music, education, and heritage. We are home to three extraordinary places – Chetham's School of Music, Chetham's Library, and The Stoller Hall. We believe in the power of music and creativity to unite people, and we are committed to educating and inspiring new generations of musicians and thinkers.

The school is an independent boarding school for over 300 children aged between 8 and 18, all of whom excel in music. The library is the oldest public library in the English-speaking world. The Hospital charity owns the buildings in which the School and Library operate. The school also incorporates a world-class concert hall, The Stoller Hall, opened in 2017. Supporting Chetham's in achieving its excellent outcomes are around 350 employees, with a wide variety of roles including academic staff, music tutors, support staff, concert hall staff, boarding staff with an equally wide variety of types of contract including term time, fixed term, permanent, ad hoc. The School and Library also have several volunteers and others who have clearance to work on site.

### Main Purpose of Role:

The 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 carer will keep the Medical Centre clean, tidy and hygienic.

The 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.

### Main Responsibilities and Duties:

- Sleep in but on call during the night as necessary
- Responsible for daytime and 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 as 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 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](http://www.chethams.com)) at all times. If, while 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).

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 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: .....



## PERSON SPECIFICATION – Carer

### Essential attributes

- English and Maths up to GCSE level
- 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
- Caring and supportive personality
- Friendly and approachable
- Thorough, pays attention to details
- Courteous, patient, kind attitude
- Good listener
- Self-motivated, flexible and enthusiastic
- Honesty and integrity
- Smart and professional appearance

### Desirable attributes

- First Aid
- Mental Health First Aid
- Training in hygiene or health and social care
- Medication administration training

Chetham's is committed to safeguarding and promoting the welfare of children; applicants must be willing to undergo child protection screening including checks with past employers and the Disclosure and Barring Service Reg. Charity No: 526702