



OUNDLE
School

Health Centre Administrator

Oundle School was established in 1556 and is one of the country's leading co-educational boarding and day schools. The School has a turnover in the region of £40m and a staff of approximately 800. The School prides itself on being associated with the best in modern independent school education.

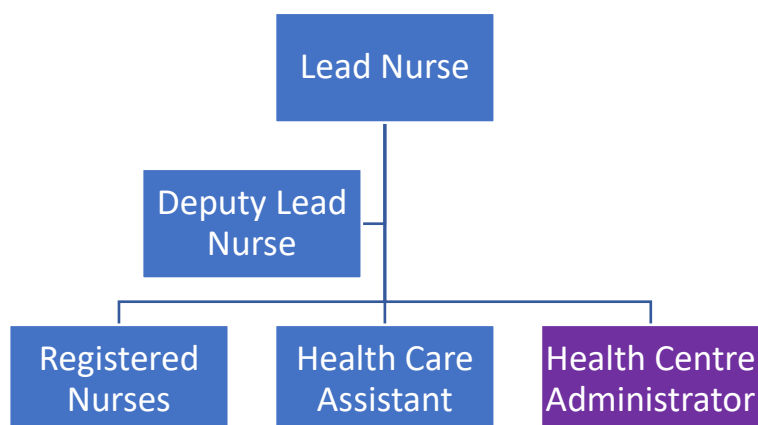
Oundle School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will be required to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service.

About the role

To provide an efficient and effective reception and administrative service for the Health Centre particularly on sports afternoons. The role entails booking appointments, registering pupils on entry to the Centre, collating information regarding pupil medical details, following up enquiries from GP surgeries and providing general support to the Lead Nurse, Health Centre Lead, Doctors, Nurses and other Sanatorium staff so that they can carry out their key medical tasks. The Administrator will also be required to carry out some basic care duties to support the Nurse on duty, for example ensuring all patients have appropriate refreshments, or changing beds.

About the Health Centre

The Health Centre provides medical care and health services to boarders and day pupils across the School and a limited service to staff; it is integral to the health and wellbeing of pupils. The School Doctors operate GP surgeries for the boarders (under the NHS) at the Health Centre for boarders. The Registered Nurses provide a range of health services, including nurse-led clinics, sports day emergency treatment, overnight provision and advice on health related matters. They work closely with the rest of pastoral team to ensure the medical wellbeing of our pupils. Other services at the Health Centre include for example physiotherapy and counselling. The Health Centre offers a 24/7 service to pupils in term time, the Health Centre Lead and Registered Nurses provide a presence in the Health Centre at all times; sleeping facilities are provided but staff are expected to provide waking cover when there are in-patients.



Role specification

The main duties and responsibilities of the role are listed below. Please note these are not exhaustive, but highlight the main tasks.

- To meet and greet all visitors to the Health Centre ensuring that patients are appropriately recorded and referred to nurses or doctors for treatment as appropriate.
- To answer the telephone, screen and direct calls and to take and relay messages.
- To deal with queries from pupils, staff, parents and the public, referring on as appropriate.
- Co-ordinate room bookings for the Health Centre, for internal meetings and external agencies, ensuring catering facilities or other equipment is booked.
- To carry out clerical support for the Health Centre – for example
- Collate all information (cards) ready for vaccinations/email parents for consent
- Collate all paper work before and following medicals for the Health Centre and Town surgery
- When patient notes arrive for newly registered pupils, pick up on queries/ transfer information to EMIS/send emails to parents for outstanding information required.
- Follow up from GP surgeries; DNA emails, prescription requests, physiotherapy forms, general enquiries.
- Help with co-ordination on sports afternoons, e.g. logging pupils in and getting notes out
- Phone Matrons on sports afternoons for casualty visits/returning head injuries.
- Keep forms etc. stocked up in office/treatment room.
- Support Nurses 'in house' work.
- Help with health promotion material and printing for the Health Centre and Boarding Houses
- Help with Boarding House Health Boards and ensure they are kept up to date.
- Act at all times consistently with Oundle School's Safeguarding Policy, associated procedures and standards of behaviour and in line with Keeping Children Safe in Education (KCSIE) Part 1 and Annex B.
- Support the School's Prevent Strategy as outlined in the Prevent Policy in the Staff Handbook, ensuring that visitor and other relevant protocols are observed.
- Demonstrate an appreciation for the importance of diversity, through your actions and behaviours, with the School's Equality, Diversity and Inclusion Strategy.
- Ensure compliance with the School's Health and Safety policy and requirements.
- Carry out any other duties commensurate with the post as may be reasonably required by your Line Manager.

These tasks are not intended to be exhaustive.

It is the shared responsibility of the post-holder and line manager to ensure that the job description is kept up to date.

Equal Opportunities

Oundle School and Laxton Junior School are proud to be equal opportunities employers. We welcome applications from all and value diversity throughout the School community. The School is committed to the elimination of unconscious bias, promoting an ethos of inclusion, respect for others and celebrating diversity in all its forms throughout the School community.

The recruitment process will be conducted in line with our Recruitment and Checks Policy and in such a way as to result in the selection of the most suitable person for the role in terms of relevant experience, abilities and qualifications, as well as to meet the School's compliance requirements.

The School will make reasonable adjustments to assist in the application and interviewing process of any disability identified by potential applicants, please make contact with the HR team in the first instance c/o opportunities@oundleschool.org.uk or ring 01832 277193.

Person Specification

The selection of candidates for short-listing will be based on this specification. Candidates should bear this in mind when preparing their application and completing the application form.

Qualifications	Essential	Desirable
Educated to at least GCSE standard A-C (or equivalent)	✓	
Educated to A Level standard (or equivalent) or above		✓
NVQ 2 Business Admin or equivalent		✓
Level 2 Diploma in Health and Social Care (City and Guilds)		✓
Competencies, Skills & Experience	Essential	Desirable
Experience of working in a team environment and of dealing with a wide range of people	✓	
Database experience	✓	
Experience of interacting with children	✓	
Good experience of Microsoft Word, Excel, and Outlook	✓	
Experience in a medical role or environment		✓
Experience in a school environment, particularly Oundle School		✓
Experience in a reception/secretarial role		✓
Experience of Health Care Assistant role		✓
Personal qualities	Essential	
Very strong interpersonal skills and a real empathy for people	✓	
Committed, efficient individual with an eye for detail	✓	
Professional and friendly manner with high levels of confidentiality	✓	
Ability to work independently and employ initiative but able to be a team player	✓	
Must be able to work under pressure and multi-task with good time management and a flexible approach	✓	
Excellent planning and organisational skills	✓	
Excellent verbal and written communication skills	✓	

All roles at the School are classed as 'regulated activity' as per the Keeping Children Safe in Education guidance, therefore a good understanding of safeguarding procedures is essential.

Employment Information

The role is subject to a five-month probationary period. On completion, you will be expected to participate in the School's appraisal system.

All members of staff are appointed to the School as a whole and may reasonably be asked to undertake similar or related duties in a department or team other than that to which they were originally appointed, or for any subsidiary company.

The School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff to share this commitment. All staff appointed to the School are required to be checked through the Disclosure and Barring Service, and to provide evidence of identity, evidence of their entitlement to work in the United Kingdom, and evidence of qualifications deemed essential to the role, or declared on their application form.

- **Start date:** 1 September 2026 (Subject to clearance of pre-employment checks and notice period)
- **Contract:** Permanent
- **Working weeks:** This role is to work Term time only, which is 33 weeks per annum (paid for 37.63 weeks, to include entitlement to holiday pay).
- **Hours of work:** The requirement is to work 21 hours per week. During Oundle School term time (33 weeks) the hours of duty will be 8:30am to 3:30pm, the specific days can be discussed at the interview stage. You are entitled to a daily 30-minute meal break. All meal breaks are non-working hours and unpaid.
- **Salary:** £10,059 actual (£26,481 FTE). You will be paid each month through the year.
- **Holidays:** Holidays are not to be taken during Oundle School term time. 32 days' (6.4 weeks) paid holiday in each complete holiday year, including public holidays. This is pro-rata for part-time staff. There is a requirement to work any Bank Holiday when the School is in operation.

To apply, please visit our Recruitment website at: www.oundleschool.org.uk/vacancies

**Closing date for applications is Tuesday 28 July 2026, 9am.
Interviews will be held on 3 August 2026.**

If you have any questions about the role, please contact:

Human Resources

Oundle School, The Bursary, Church Street, Oundle, Peterborough, PE8 4EE

Email: opportunities@oundleschool.org.uk / Tel: 01832 277193