



RATCLIFFE
COLLEGE

EST. 1847

Appointment of

HEALTH CARE ASSISTANT REQUIRED FROM 01 SEPTEMBER 2026



**BEGIN HERE,
GO ANYWHERE.**

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HEADMASTER'S INTRODUCTION

Welcome to Ratcliffe College.

I am delighted that you are considering applying for a role at our wonderful school. First and foremost, Ratcliffe College is a fantastic place to work. We are blessed with a beautiful physical environment set in almost 200 acres of rolling Leicestershire countryside. Our staff, teaching and non-teaching, work in harness, daily, to provide a safe, secure, and nurturing environment for the children and young people to enjoy. Our collegiality is built on the foundations of the College's Catholic faith, which welcomes everyone with the same universality of warmth and respect, embracing difference and cultivating an authentic community which values everyone equally.

As a Catholic School with a proud Rosminian heritage which has endured since our Foundation in 1847, our aim is to help young people to achieve their greatest potential, guide their intellectual growth, nurture their God-given talents, and inspire them to live in service to others. Together, we aim to develop honest, confident, responsible, and compassionate members of society, based on the educational values of Blessed Antonio Rosmini, inspired by our school motto, *Legis Plenitudo Caritas* or Love is the fulfilment of the Law.

At Ratcliffe College, Christ is very much at the centre of all that we do. So, if our Mission resonates, and you believe you can be happy and thrive here, I encourage you to apply and join our team of staff as we fulfil our Mission.

I wish you all the very best of luck with your application.

Yours sincerely,

Kind regards,



Mr J. P. Reddin,
Headmaster.

BEGIN HERE, GO ANYWHERE.





OUR MISSION STATEMENT

“Learning and Growing in the Light of the Gospel.”

With Christ at the centre of our learning we:

- Help young people to achieve their greatest potential.
- Guide their intellectual growth, nurture their God-given talents, and inspire them to live in service to others.
- Aim to develop honest, confident, responsible and compassionate members of society, based on the educational values of Blessed Antonio Rosmini.

Our core Rosminian values:

1. Legis Plenitudo Charitas: Love is the Fulfilment of the Law.

Our community recognises each individual as a unique part of God’s creation, nurtures in each a sense of dignity and self-worth, and fosters supportive and caring relationships.

2. Rosminian Education pursues the perfection of both human nature and the human person.

Our students’ intellect and talents are formed by a broad and balanced curriculum, responsive to and supportive of students’ needs and aspirations. Our students’ moral integrity is developed through the teaching, celebration and the living of Christian faith.

3. Intellectual integrity leads us to the Truth.

God is the source of all truth. Our staff are encouraged to foster intellectual curiosity, honesty and achievement in their students and within themselves.

OUR VISION

To be a leading independent day and boarding school, which is financially secure.



SCAN THE CODE
3-YEAR STRATEGY
DEVELOPMENT PLAN
2025-2028.

ABOUT RATCLIFFE COLLEGE

Ratcliffe College is an Outstanding Roman Catholic, co-educational, day and boarding school for students aged between 3 and 18 years, founded in 1847 by the Institute of Charity (known as the Rosminians).

Whilst Ratcliffe operates as a Catholic school, children are welcomed from other denominations and faiths whose parents feel they can share in, and benefit from, the ethos and environment of the College. The majority of students at Ratcliffe are day students drawn from the local catchment area of Leicestershire, Nottinghamshire and Derbyshire.

The Senior Leadership Team comprises:

- **Headmaster**
Mr J Reddin, BSc, MSc, NPQH
- **Senior Deputy Head**
Mr K Ryce, BA, MSc
- **Deputy Head Pastoral**
Mr J Rainer, BA, MA
- **Director of Safeguarding**
Mr J Masterton
- **Assistant Head Academic**
Ms J Davis, BA, MSc
- **Assistant Head, Head of Sixth Form**
Mr B Harrison, BA
- **Head of Preparatory School**
Mrs S Boccaccini, MEd, MSc, MCCT
- **Deputy Head of Preparatory School**
Mrs M Markham, BMus
- **Director of Finance and Operations**
Mr C Bellamy, HND

Ratcliffe College Preparatory School

Ratcliffe College Preparatory School is a thriving and nurturing environment where children aged 3 to 11 are encouraged to develop a lifelong love of learning. As part of the wider Ratcliffe College community, the Prep School benefits from outstanding facilities, a beautiful campus setting, and access to specialist teaching, ensuring a seamless educational journey from Early Years through to Senior School.

Ratcliffe College Preparatory School provides a rich, well-rounded educational experience that nurtures each child's unique talents and potential. Our dedicated staff are committed to delivering a broad, balanced, and ambitious curriculum that supports academic excellence while nurturing creativity, confidence, and character. Alongside core subjects, pupils enjoy a wide range of specialist-led lessons including Music, French, Spanish, Latin, Drama, Physical Education and Games.

Small class sizes and a strong sense of community allow us to truly know each child and support their individual strengths and needs.

An extensive co-curricular programme, regular trips, and enrichment opportunities further enhance pupils' experiences, helping to develop well-rounded individuals prepared for the next stage of their education. The Preparatory School is an exciting and rewarding place to work. Staff are valued members of a collaborative and forward-thinking team, playing an active role in shaping the character and culture of the school.

Boarding Community

Ratcliffe benefits from a vibrant, warm and welcoming boarding community that has long been part of the School's history. All students are encouraged to participate in boarding during their years at school – as full, weekly, part-time or occasional boarders. Its close-knit community of friends and teachers' is a supportive environment where our young people thrive.

Our boarding community comprises students from both the UK and overseas, including those who join through our partnership with the Academy at Leicester City Football Club.

The College also offers several short-term international boarding programmes throughout the year, including 3–4 immersion taster experiences and an annual International Summer School, all delivered by Ratcliffe staff.

Boarders benefit from a strong pastoral framework. Each student is supported by a Form Tutor who monitors their academic progress and personal development, alongside the care and guidance provided by a dedicated and experienced boarding team.



ACADEMIC EXCELLENCE

Ratcliffe students enjoy an excellent all-round balanced education, underpinned by the College's core Rosminian Catholic ethos.

While students at Ratcliffe have a broad range of ability, academic success is strongly encouraged, valued and recognised; indeed, the greatly improved academic standards in recent years have proved popular both with parents and prospective parents, as reflected in the numbers of students applying to join the College.

Ratcliffe College has repeatedly ranked in the top 1% nationally for value added results at A Level.

A Level results achieved in 2025:

- 45% of A Level grades A* / A
- 71% grade B or above.
- Ten percent of students achieved A* / A* / A or better.
- One in four students achieved A Level or BTEC grades equivalent to A / A / A or higher.

Over 90% of students typically achieve their first choice pathway for life after School. This includes students taking up places at Oxford, Cambridge, and other highly selective Russell Group universities; for Medicine, Dentistry and Veterinary Science; and at universities abroad.

Scan to view the
full ISI Inspection
Report.



THE BENEFITS OF WORKING AT RATCLIFFE COLLEGE



SCAN THE CODE
VIRTUAL CAMPUS
TOUR.



Free lunch and refreshments



Free parking on-site



Defined Contributions Pension Scheme



Professional Development opportunities



Staff Wellbeing

- Staff Wellbeing Committee
- Free staff social events
- Access to on-site Medical Care
- Ratcliffe College Community Committee



Sport and Leisure

- Free use of the on-site gym (at specified times)
- Leicestershire County Cricket Club family tickets (limited)



VACANCY

HEALTH CARE ASSISTANT

We are looking to recruit an exceptional Health Care Assistant to support the School Nurses within our Medical Department. The successful candidate will be assist the delivery of a high standard of care for students, providing first aid, assisting with medical provision and contributing to the efficient running of the Medical Department.

Medical cover within the department is provided on weekdays during term time between the hours of 8.00am and 6.30pm Monday to Friday.

There is a handover period of least 30 minutes between the nurse on duty and the Health Care Assistant, usually between 3.00pm and 3.30pm.

From time-to-time, the Health Care Assistant may be asked to cover school events or school trips, or to support the staffing of the Medical Department at other times. This will be considered overtime, for which time-off in lieu is generally not available due to the term-time nature of the role. This will be paid at the standard hourly rate.

Working hours:

The successful candidate will work:

- 17.5 hours per week, Monday - Friday, 3.00pm - 6.30pm term time, i.e. 34 weeks per annum
- 4 INSET days per annum, 8.15am - 4.00pm with 1 hour unpaid break.
- Up to 10 Saturday mornings per year, usually 9.00am - 12.00pm

Salary:

£10,719 actual (0.40FTE) (£26,797 FTE)

5.6 weeks annual leave, to be taken outside of term time.



JOB DESCRIPTION

JOB TITLE: Health Care Assistant

ACCOUNTABLE TO: Deputy Head Pastoral

DAY TO DAY LINE MANAGER: Senior School Nurse

JOB PURPOSE: The Health Care Assistant is responsible for supporting the School Nurses in delivering a high standard of care for the physical and emotional health and wellbeing of students across the College. The Health Care Assistant will provide first aid, assist with medical provision, and contribute to the efficient running of the Medical Department.

MAIN RESPONSIBILITIES

Medical Care

- Provide first aid to students, staff and visitors in line with training and scope of practice.
- Assist the School Nurses in responding to medical incidents and emergencies across the College.
- Support the implementation of individual Health Care Plans.
- Administer medication, following appropriate training and in accordance with school policies.
- Maintain accurate and timely records of all medical treatment and interventions.
- Ensure the safe storage, use and disposal of medication and medical supplies.
- Communicate effectively with the School Nurses, staff and parents regarding student care.
- Undertake a daily evening handover to the boarding staff, ensuring that key information about the health and wellbeing of boarders is passed on according to the direction of the School Nurse.
- Support immunisation sessions and other medical programmes as required.
- Assist with health promotion and wellbeing initiatives across the school.

General Duties

- Support the day-to-day organisation and smooth running of the Medical Centre, which will include a daily handover with a School Nurse.
- Monitor and maintain stock levels of medical supplies, first aid equipment and medication.
- Prepare first aid kits and medical information for school trips and activities.
- Assist with the maintenance and checking of medical equipment.
- Support first aid provision at school events and fixtures where required.
- Report any maintenance or equipment issues promptly.

JOB DESCRIPTION CONTINUED..

Administrative Duties

- Maintain accurate, confidential and up to date medical records.
- Record student visits and medical information using the school's management information system.
- Assist with updating student medical information and records.
- Support filing, data entry and general administrative tasks within the Medical Centre.
- Respond to emails and telephone enquiries appropriately and professionally.

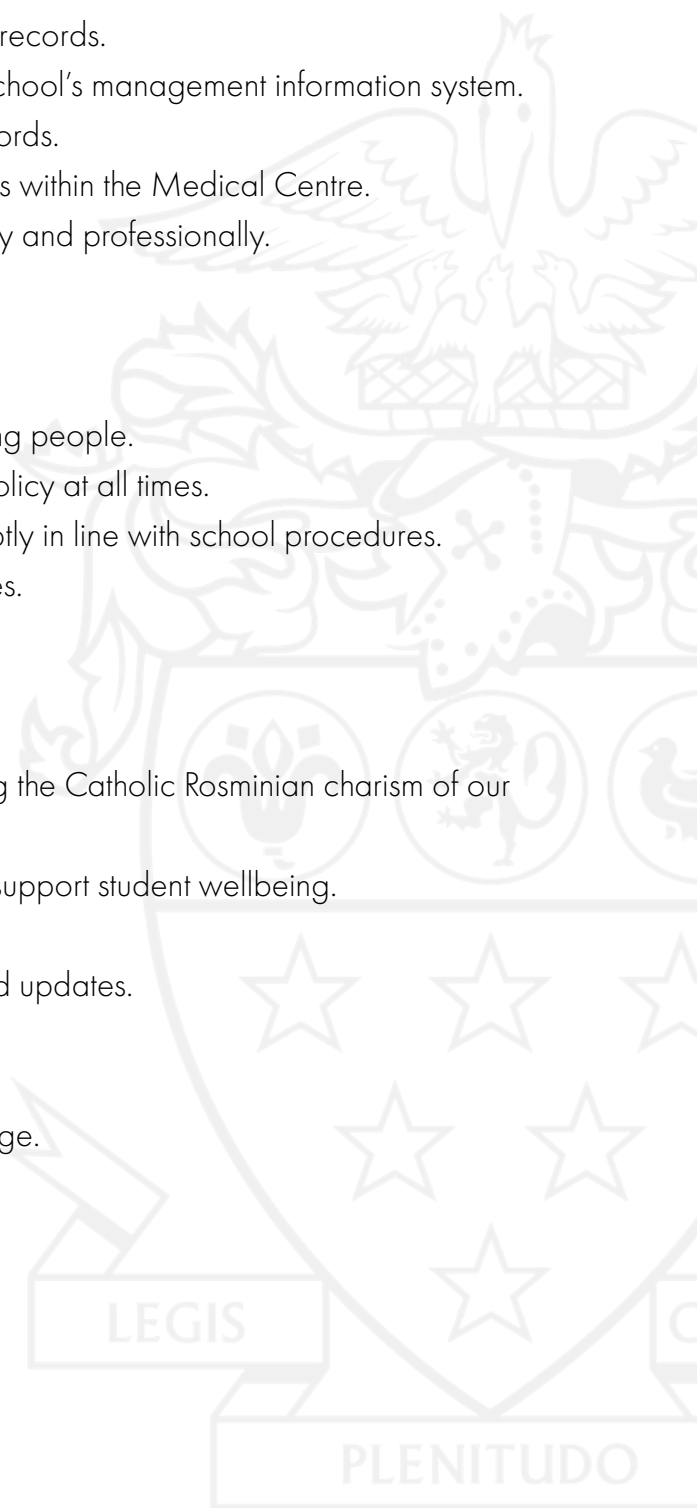
Safeguarding

- Promote and safeguard the welfare of children and young people.
- Follow the school's Safeguarding and Child Protection Policy at all times.
- Recognise and report any safeguarding concerns promptly in line with school procedures.
- Maintain appropriate professional boundaries at all times.

Additional Responsibilities

- Support the wider pastoral aims of the College, including the Catholic Rosminian charism of our community.
- Work collaboratively with teaching and support staff to support student wellbeing.
- Maintain confidentiality at all times.
- Participate in training, including safeguarding and first aid updates.
- Contribute positively to the ethos and life of the College.

Undertake any other duties reasonably required by the College.



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PERSON SPECIFICATION

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Current First Aid qualification, or willingness to obtain. • Good standard of literacy and numeracy. • Full UK driving licence. 	<ul style="list-style-type: none"> • Relevant healthcare, childcare and/or safeguarding training.
Experience	<ul style="list-style-type: none"> • Experience of working in a caring, supportive or service-based role. • Experience of working with children or young people. 	<ul style="list-style-type: none"> • Experience working in a school, boarding school or youth setting. • Experience delivering health education or wellbeing support to young people.
Skills and Knowledge	<ul style="list-style-type: none"> • Basic understanding of first aid and health support. • Ability to follow instructions and work under the direction of a qualified professional. • Good communication skills with students, staff and parents. • Ability to maintain accurate and confidential records. • Good organisational skills and attention to detail. • Understanding of confidentiality and handling sensitive information. 	<ul style="list-style-type: none"> • Competence using Microsoft Office, including Outlook, Word and Excel. • Familiarity with school management information systems, such as Medical Tracker or ISAMS.
Personal Qualities	<ul style="list-style-type: none"> • Caring, calm and approachable manner. • Professional, discreet and trustworthy. • Able to work both independently and as part of a team. • Flexible and willing to respond to the needs of the school. • Reliable and well organised. 	
Safeguarding	<ul style="list-style-type: none"> • Commitment to safeguarding and promoting the welfare of children and young people. • Understanding of safeguarding responsibilities within a school setting. • Willingness to undertake safeguarding training and follow the school's Safeguarding and Child Protection Policy. • Ability to recognise concerns and report them appropriately. 	
Other	<ul style="list-style-type: none"> • Willingness to support school activities, including trips and events where required. • Ability to maintain professional boundaries at all times. 	

HOW TO APPLY

1

COMPLETE AN ONLINE APPLICATION FORM

[Visit our vacancies page.](#)

Please follow the link above to visit the main vacancies page on our school website. Search for the vacancy you wish to apply for, complete the online application form in full and submit it to us before the closing date.

2

INVITED TO INTERVIEW

If you do not hear anything further within two weeks of the closing date, please assume that you have not been successful on this occasion.

Ratcliffe College reserves the right to interview and appoint ahead of the closing date.



RATCLIFFE TERMS

Child Protection

Ratcliffe College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. This role is exempt from the Rehabilitation of Offenders Act 1974, and applicants are required to declare all convictions and cautions (including those which are “spent” unless they are “protected” under the DBS filtering rules), in order to assess their suitability to work with children.

For further information, please see the [Recruitment, Selection and Disclosures Policy](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974) and <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

The College is also registered for the processing of personal data in accordance with the Data Protection Act 1998. Such checks are required in accordance with the Recruitment, Selection and Disclosures policy and the Data Protection policy. Copies of these policies may be obtained from the Director of Finance and Operations upon request.

The appointment is subject to satisfactory:

- References, of which one must be from a current or most recent employer if not currently in employment
- Disclosure and Barring Service check (including children’s barred list check if appropriate)
- Open source check
- Proof of identity
- Right to work check
- Qualifications check
- Health screening





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RATCLIFFE

COLLEGE

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