



The  
Chalfonts  
Community  
College

*"Success is  
an Attitude"*

Principal: Russell Denial

**"The Chalfonts Community College is a  
Good and Improving School."** Ofsted June 2017

Join an outstanding hard-working team totally committed to an  
innovative, caring and aspirational learning community for all!

**Required for April 2019**

## **WELLBEING OFFICER / MEDICAL ADMINISTRATOR**

**Salary: £18,023.81 per annum  
37 hours per week, 39 weeks per year, 4.5 weeks paid holiday**

We are looking to recruit a highly motivated, Wellbeing Officer / Medical Administrator (non-teaching) to join our Pastoral Team. The successful candidate will take lead responsibility for the Medical and Wellbeing needs of students across the school. We are looking for a candidate who will:

- Have a First Aid qualification
- Have proficient and confident ICT skills
- Be calm, caring, friendly and approachable to put students at ease
- Have experience in children's welfare needs
- Have a good understanding of Mental Health in teenagers
- Be able to undertake roles and responsibilities in accordance with Health and Safety regulations

Our students deserve nothing but the best and in return for giving 100% we provide support, effective career development, and a wonderfully supportive school community.

All enquires please contact - Mrs Emma Beck, The Chalfonts Community College,  
Narcot Lane, Chalfont St Peter, Bucks SL9 8TP

Tel: 01753 882032 e-mail: [emmabeck@chalfonts.org](mailto:emmabeck@chalfonts.org)

The College is committed to safeguarding and promoting the welfare of Children and expects all staff to share this commitment. A criminal record check via the DBS will be undertaken for the successful applicant.

**Closing date for applications: Tuesday 26<sup>th</sup> March 2019  
Interviews: Friday 29<sup>th</sup> March 2019**



Please visit our website at [www.chalfonts.org](http://www.chalfonts.org)  
Join us on Twitter @CCChalfonts

