

**The Trustees are looking to recruit to the post of
MEDICATION SUPPORT ASSISTANT**

NJC SCP 14-21

FTE: £17,681 – £20,541 per annum

35 hours per week – Full year

New Bridge Multi Academy Trust (MAT) presently comprises New Bridge School, New Bridge Learning Centre, Spring Brook Academy, Hollinwood Academy and Hawthorns School. We support the learning, social and pastoral needs of over 700 young people aged between 4 and 19 years. In addition, we offer a post 19 provision, New Bridge Horizons, a cafeteria concession, The Atrium and a new Future Finders Employability College, all based in Oldham town centre. We also have supported student placements at the Royal Oldham Hospital and Manchester Metropolitan University. All these components form the New Bridge Group.

Reporting to the Director of Care, the post-holder will assist with administering medication on a strict timetable to a range of our young people, as well as carrying out a range of associated duties in line with agreed medication protocols. This is a full year post and the duties will include supporting our holiday club activities during school holidays.

The successful candidate will:

- Be able to demonstrate experience of administering a range of medication in line with agreed protocols
- Be able to demonstrate experience of safe systems of working with medication
- Have specific experience of or interest in working with young people with SEND
- Have the ability to foster good relationships with other staff, young people, parents and other professionals
- Be hard working, organised and proactive in their personal development

The post will be initially based around working at either our Roman Road or Fitton Hill sites, although all staff are employed by the MAT and expected to work at any site within the New Bridge Group. Own transport would therefore be desirable.

Candidates are welcome to arrange a visit or contact Kelly Lockwood (Director of Care).

New Bridge MAT is committed to safeguarding and promoting the welfare of children and applicants must also share this commitment. This post is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service and references will be sought prior to interview.

Actual Salary: SCP 14 (£16,881) – SCP 21 (£19,610)

Hours of work: 35 hours per week – full year

Based: Initially at New Bridge Learning Centre (Fitton Hill)

Closing Date: Sunday 14th October 2018 **Shortlisting:** w/c 15th October 2018

Interview: w/c 15th October 2018 **Contact:** Kelly Lockwood – 0161 883 2401

Completed application forms to hr@newbridgegroup.org