



RATCLIFFE
COLLEGE

Appointment of

HEAD OF MEDICAL SERVICES

Candidate Information Pack

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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 Charitas* 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 the very best of luck with your application.

Yours sincerely,

Kind regards,



Mr J. P. Reddin,
Headmaster.



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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.

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.

ISI Independent
Schools
Inspectorate





**ONE FAMILY,
ONE SCHOOL.**

THE OPPORTUNITY

The Head of Medical Services is responsible for leading and managing the provision of medical care and health promotion across the College from Nursery to Sixth Form, including boarding provision. The postholder will be the primary professional adviser to the Deputy Head Pastoral and Director of Safeguarding regarding medical provision, student health and clinical matters within the College.

The postholder will ensure the delivery of a safe, effective and high-quality medical service which promotes the physical, emotional and mental wellbeing of students and supports the wider pastoral aims of the College.

The postholder will lead the Medical Department in a manner consistent with the Catholic ethos and Rosminian charism of the College, having due regard to the teachings of the Catholic Bishops' Conference of England and Wales, whilst continuing to meet all relevant professional standards, statutory requirements and safeguarding obligations.

The Head of Medical Services will provide clinical leadership for the Medical Department, oversee compliance with statutory and regulatory requirements, and work closely with pastoral, safeguarding and boarding teams to ensure outstanding care for students.

ABOUT RATCLIFFE COLLEGE

Ratcliffe College is one of England's leading Catholic independent day and boarding schools, set in 200 acres of beautiful Leicestershire countryside at Ratcliffe on the Wreake. Founded in 1847 by the Rosminian Fathers (Institute of Charity), the College provides an outstanding co-educational day and boarding education for 900 pupils aged 3 to 18, from Nursery through to the Sixth Form.

At Ratcliffe our Rosminian charism is lived authentically and where pupils grow in confidence, compassion and service. Boarding is central to this mission. It is a community where:

- Relationships are rooted in dignity, respect and care
- Pupils from different cultures are warmly welcomed and fully integrated
- Prayer, reflection and shared experience help foster a genuine sense of belonging

What We Offer

Ratcliffe College has a well-established reputation for excellent pastoral care, recently affirmed through inspection (Catholic Schools' Inspection, June 2025, and Independent Schools Inspectorate, December 2025). We are committed to building on this through a proactive and relational approach that places the individual at the centre of school life.

Salary and Hours of Work

This position is 30 hours per week and paid at Band 15, Point 59 of the Ratcliffe College Support Staff pay scale (FTE £47,090.24, £30,609 Actual)

Terms of the Role

- 30 hours per week (Monday to Friday), term-time role (34 weeks) with additional attendance during INSET days and student induction day (4 days – 2 days immediately prior to the Autumn Term, 1 day immediately prior to the Spring Term, 1 day immediately prior to the Summer Term) and school events, such as Year Group celebrations, as required.
- Work on no more than 8 Saturday mornings per school year (9.00am to 12.00pm) to support the medical provision for sport on campus.
- Some flexibility of hours is required to support the needs of the Medical Department and boarding provision.
- Participation in the Medical Department overnight and on-call rota is required.
- Due to the nature of the role, all holidays must be taken outside of the school term and INSET/student induction days.

Ratcliffe College is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.



MAIN DUTIES

Clinical Leadership and Medical Provision

- Ensure that the provision of medical care, health education and wellbeing support reflects the Catholic ethos and Rosminian charism of the College, having due regard to the teachings of the Catholic Bishops' Conference of England and Wales, whilst continuing to meet all relevant professional standards, statutory requirements and safeguarding obligations.
- Lead and manage the day-to-day operation of the Medical Department across the College.
- Ensure a caring, professional and student-centred medical service for all students, staff and visitors.
- Oversee the assessment, care and appropriate support of students presenting with illness, injury or emotional wellbeing concerns.
- Ensure appropriate systems are in place for medicines management, first aid provision and medical emergencies.
- Oversee the maintenance and checking of medical equipment, including AEDs and first aid supplies.
- Ensure accurate, confidential and compliant medical record keeping.
- Support and advise staff regarding student medical needs and Health Care Plans.
- Support students with chronic medical conditions and complex health needs.
- Lead responses to significant medical incidents and emergencies where required.

Leadership and Management

- Line manage School Nurses and Health Care Assistants.
- Lead staff supervision, appraisal, induction and professional development within the Medical Department.
- Coordinate staffing, rotas and medical cover across the College, including boarding provision and events.
- Participate fully in the Medical Department on-call rota, providing advice, guidance and attendance where required for boarding or emergency medical matters.
- Promote high professional standards and ensure all staff work within their competence and training.
- Foster positive and collaborative relationships across the College community.

Boarding and Pastoral Support

- Oversee medical provision for boarding students, including the overnight on-call systems and communication with boarding staff.
- Work closely with the Deputy Head Pastoral, Director of Safeguarding, Deputy Head of the Preparatory School, Senior Housemaster, Senior Housemistress, the Head of Boarding and wider pastoral team regarding student welfare and wellbeing concerns.
- Support safeguarding processes and contribute to pastoral and safeguarding meetings where appropriate.
- Ensure appropriate support and signposting for students experiencing emotional or mental health difficulties.

Health Promotion and Education

- Lead and support health education and wellbeing initiatives across the College, liaising particularly with the Head of PSHCE and the Christian Living Coordinator.
- Coordinate medical support for immunisation programmes and public health initiatives.
- Provide medical advice and training to staff where required, including first aid and medical guidance for trips and activities. This includes supporting staff to ensure that school trip risk assessments appropriately reflect the medical needs of students attending visits.
- Promote a culture of health, wellbeing and early intervention across the school community.

Policy, Compliance and Clinical Governance

- Lead the development, implementation and review of medical policies and procedures.
- Ensure compliance with relevant legislation, statutory guidance and professional standards, including:
 - NMC Code of Practice
 - Keeping Children Safe in Education
 - Independent School Standards Regulations
 - National Minimum Standards for Boarding
 - Health and safety requirements
 - Maintain appropriate clinical governance and risk management systems.
 - Support inspection preparation and provide evidence relating to medical provision and student welfare.
- Ensure that the College's medical provision is 'inspection ready' at all times by leading appropriate clinical audit, monitoring and review processes within the Medical Department.

Communication and Partnership

- Liaise effectively with parents, medical professionals and external agencies regarding student care. This will include fostering positive relationships with local surgeries and external agencies, such as CAMHS.
- Develop positive working relationships with teaching staff, boarding staff, pastoral teams and external healthcare providers.
- Ensure effective communication regarding student medical and wellbeing needs while maintaining confidentiality.
- Work closely with the Estates Manager to track use of the Medical Department and identify trends regarding injury or illness within the College.

Professional Responsibilities

- Maintain professional registration and fulfil NMC revalidation requirements.
- Participate fully in professional development and mandatory training.
- Act in accordance with the NMC Code of Professional Conduct and all College policies and procedures.
- Maintain confidentiality and professional boundaries at all times.
- Undertake any other duties reasonably required by the Deputy Head Pastoral or Headmaster.

Safeguarding

- Support the safeguarding culture of the College through effective information sharing, professional curiosity and timely escalation of concerns.
- Promote and safeguard the welfare of children and young people.
- Adhere to the College's Safeguarding and Child Protection Policy at all times.
- Report safeguarding concerns promptly and appropriately.
- Maintain appropriate professional boundaries and act as a role model for safeguarding practice.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Registered Nurse with current registration on the Nursing and Midwifery Council (NMC) register. Valid NMC PIN. Evidence of ongoing professional development and successful NMC revalidation. Full UK driving licence. 	<ul style="list-style-type: none"> Qualification or experience in School Nursing, Paediatric Nursing, Community Nursing or Public Health Nursing. Leadership or management training. Mental health or safeguarding qualifications relevant to working with children and young people.
Experience	<ul style="list-style-type: none"> Significant experience working as a registered nurse. Experience assessing, planning and delivering appropriate care for children and young people. Experience supporting the physical, emotional and mental wellbeing of young people. Experience working collaboratively within multidisciplinary teams. Experience managing sensitive and confidential information appropriately. 	<ul style="list-style-type: none"> Experience working within a school or boarding school environment. Experience leading or supervising other staff. Experience contributing to policy development, safeguarding processes or clinical governance. Experience delivering health education or wellbeing initiatives to children and young people. Experience working with external agencies, including CAMHS and other healthcare professionals.
Skills and Knowledge	<ul style="list-style-type: none"> Excellent clinical judgement and decision-making skills. Strong leadership and organisational skills. Ability to manage and prioritise a varied workload effectively. Excellent communication and interpersonal skills with students, parents, staff and external professionals. Ability to remain calm and professional in emergency situations. Strong understanding of safeguarding responsibilities when working with children and young people. Good understanding of confidentiality, data protection and professional boundaries. Competence using Microsoft Office and electronic record systems. Ability to work independently and as part of a wider pastoral and safeguarding team. 	<ul style="list-style-type: none"> Knowledge of Independent School Standards Regulations and National Minimum Standards for Boarding. Understanding of the health and wellbeing needs of children and young people within an educational setting. Experience of leading training for staff or students.

<p>Personal Qualities</p>	<ul style="list-style-type: none"> • Commitment to the Catholic ethos and Rosminian charism of the College. • Caring, approachable and professional manner. • Commitment to promoting the health, wellbeing and safety of students. • High levels of integrity, discretion and professionalism. • Ability to build positive relationships across the College community. • Flexible, resilient and reliable approach to work. 	
<p>Safeguarding</p>	<ul style="list-style-type: none"> • Commitment to safeguarding and promoting the welfare of children and young people. • Understanding of safeguarding procedures and responsibilities within a school setting. • Willingness to undertake safeguarding training and follow the College's Safeguarding and Child Protection Policy at all times. • Ability to recognise concerns, maintain professional curiosity and report safeguarding concerns appropriately. 	
<p>Other Requirements</p>	<ul style="list-style-type: none"> • Willingness to participate in the Medical Department overnight and on-call rota. • Willingness to support school events and activities, including occasional Saturday working. • Ability to maintain professional boundaries at all times. • Ideally living within a reasonable travelling distance of the College due to on-call responsibilities. 	

TERMS OF APPOINTMENT

Term	Details
Role Title	Head of Medical Services
Reporting line	Deputy Head, Pastoral
Contract type	Permanent
Start Date	September 2026
Location	Ratcliffe College, Ratcliffe on the Wreake, Leicestershire LE7 4SG
Salary	£30,609 per annum

HOW TO APPLY

We welcome applications from candidates of all backgrounds. Ratcliffe College is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children. All appointments are subject to an enhanced DBS check and satisfactory references.

To apply, please complete the application form, ensuring that your supporting statement clearly addresses all relevant criteria outlined in the Person Specification. You should provide specific examples from your career to demonstrate how you meet these requirements.

For more information about this role, please contact the Deputy Head Pastoral, Mr James Rainer (jrainer@ratcliffecollege.com).

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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.

THE BENEFITS OF WORKING AT RATCLIFFE COLLEGE



SCAN THE CODE
TAKE A LOOK AROUND
OUR VIRTUAL CAMPUS
TOUR.



Free lunch and refreshments



Defined Contributions Pension Scheme.



Staff Wellbeing

- 50% school fees remission for dependents (subject to meeting entrance requirements)
- Staff Wellbeing Committee
- Free staff social events
- Access to on-site Medical Care
- Ratcliffe College Community Committee
- Access to the School Counsellor



Professional Developmental opportunities



Sport and Leisure

- Free use of the on-site gym (at specified times)



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** 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
- Prohibition from Teaching / Management (where applicable)

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GO ANYWHERE.**





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RATCLIFFE

COLLEGE

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www.ratcliffecollege.com



HR: 01509 817089



HR@ratcliffecollege.com



LEGIS PLENITUDO CHARITAS