

ST GABRIEL'S

NEWBURY



CANDIDATE INFORMATION PACK

SCHOOL HEALTHCARE ASSISTANT



A welcome from the Principal

Thank you for the interest you have shown in joining St Gabriel's. I am delighted that you are considering becoming part of our community.

At St Gabriel's, we believe that every member of staff plays a pivotal role in shaping the educational journey of our pupils. Whether in the classroom, behind the scenes, or in pastoral care, your contribution helps us deliver an exceptional learning experience and create a lifelong love of learning.

St Gabriel's is a welcoming and supportive school where staff work together with a shared purpose: to help every pupil flourish. Whatever your role, you'll be part of a dedicated team that contributes to the life and success of our school.

RICKI SMITH



About St Gabriel's

Founded in 1929, St Gabriel's is a vibrant and thriving co-educational independent day school for children aged 6 months to 18 years. With a strong sense of community, our pupils, teaching staff, operational teams and nursery staff together create a warm and purposeful environment where every individual is known and valued.

Our Mission

To provide an education that is both balanced in its approach and inspirational in its content, within a community built on mutual respect and collaboration. We aim to create an environment where pupils are confident, engaged and happy.

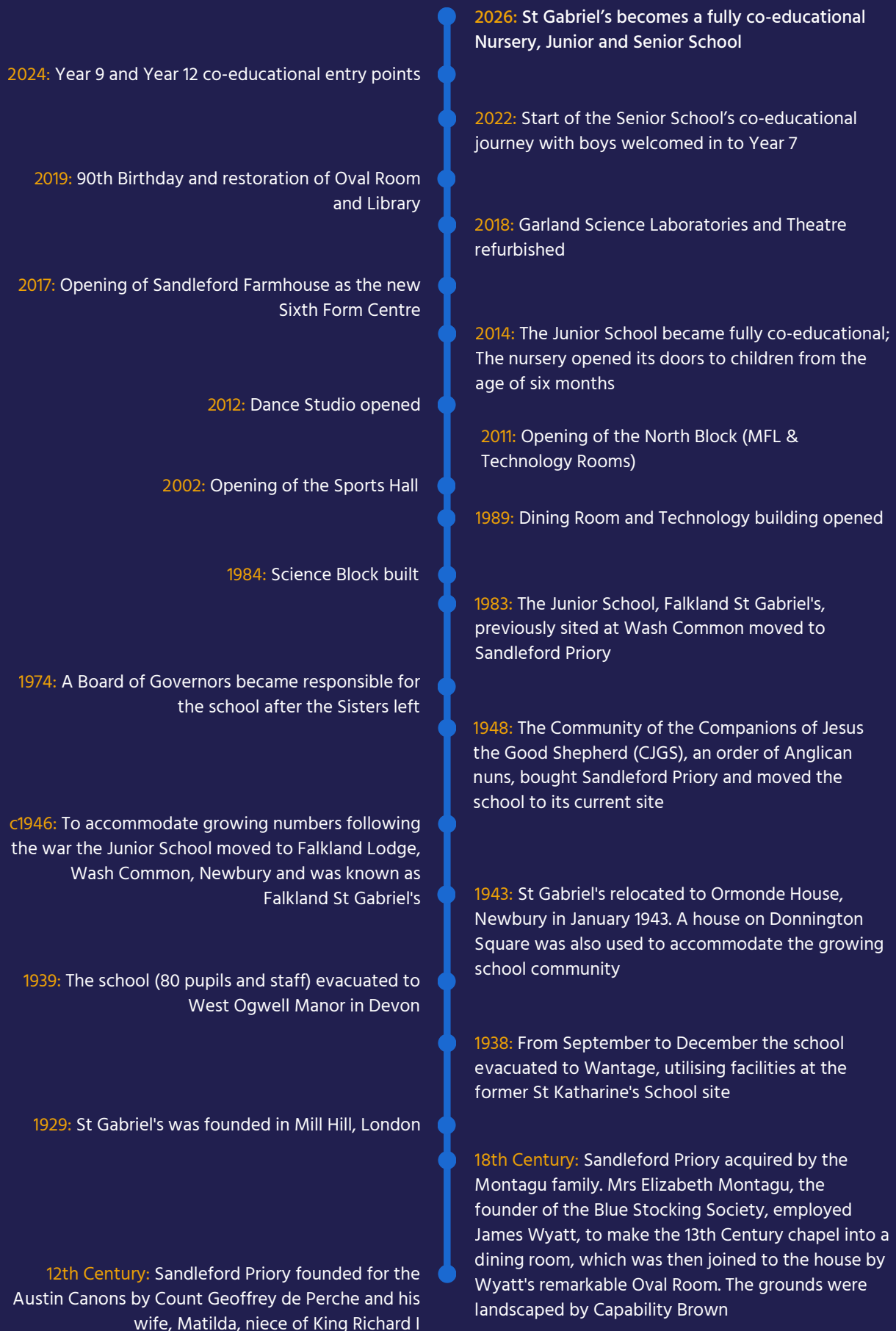
We are proud to be a school where the strength of personal relationships is at the heart of everything we do. Our size enables us to focus on each individual — a school where every pupil is noticed for all the right reasons, and where a genuine sense of community flourishes. From this foundation, we work in partnership with families to help every child achieve the success they deserve.

St Gabriel's: a school founded on community, inspiration, understanding and balance.

Located on the edge of Newbury, the school sits within historic parkland landscaped by Capability Brown. At its heart stands an 18th Century, Grade I listed building, complemented by extensive modern development in recent years.

Providing an exceptional educational experience for families in and around Newbury has always been our focus. Over the past decade, we have successfully established St Gabriel's Nursery and extended our co-educational provision throughout the whole school, from Juniors to Sixth Form, ensuring that every stage of a child's journey benefits from the same ethos and excellence.

Our History



The Position

SCHOOL HEALTHCARE ASSISTANT

Start Date: September 2026

Contract Type: Term time, Permanent

Working Pattern: 08:30 - 16:30 Monday to Friday during term time, plus 10 days including INSET

Hours: Full time

Salary: £28,000 - £31,000 FTE

Reporting to: Deputy Head Pastoral & DSL

Location: St Gabriel's School, Newbury, RG20 9BD

JOB PURPOSE AND OVERVIEW

We are seeking a caring, organised and proactive School Healthcare Assistant to manage our Medical Room and provide high-quality healthcare support to pupils from Nursery to Sixth Form, as well as first aid assistance to staff and visitors.

This is a rewarding role at the heart of our school community, supporting the health, wellbeing and safety of our pupils. You'll work closely with parents, teaching staff and external healthcare professionals to ensure pupils with both acute and ongoing medical needs can fully participate in school life.

Core hours are 08:30-16:30 Monday to Friday during term time only. There is also a requirement to attend school events such as Bonfire Night and the PTA summer party, sports days and day trips as required.

MAIN DUTIES AND RESPONSIBILITIES

- Manage the day-to-day running of the Medical Room.
- Provide first aid and assess pupils, staff and visitors who become unwell or injured.
- Administer medication safely and maintain accurate medical records.
- Support pupils with long-term medical conditions and Individual Healthcare Plans.
- Liaise with parents, staff and healthcare professionals.
- Prepare medical information for school trips and support events when required.
- Promote health, wellbeing and infection prevention across the school.

WHAT WE'RE LOOKING FOR

- Experience in a healthcare, school, GP, hospital or community health setting.
- A caring, calm and compassionate approach, with excellent communication skills.
- Experience of first aid and medication administration.
- Strong organisational and IT skills, with the ability to maintain confidential records.
- A Level 3 Health & Social Care qualification (or equivalent experience) and a First Aid qualification (or willingness to obtain one).

Employee Benefits



LOCATION

Well connected, within easy reach of A34, M4 & A339



CLUB DISCOUNTS

Ultimate Activity Holiday Club discounts for children



EMPLOYEE ASSISTANCE

Access to confidential advice & support



COMMUNITY & SOCIAL

Regular social events for staff



CONCESSION DAYS

Concession days throughout the year, including Christmas Closure



PERKBOX

Access to Perkbox Discount scheme



FEE REMISSION

Generous Discounted Fees



CPD

Opportunities for Professional Development



PENSION

Enrolment in outstanding pension scheme and options to upgrade



HEALTH & WELLBEING

Range of health benefits incl. 24/7 online GP and Nurse Practitioner Support



FLU VACCINATIONS

Annual on-site free vaccinations



TEAM

Working as part of a highly regarded & committed team



FREE EYE TESTS

Annual free eye-test & contribution towards glasses for regular VDU users



WORKING ENVIRONMENT

33 acres of 'Capability' Brown parkland, including lake and easy access to Greenham Common



FREE MEALS

Daily nutritious & delicious meals when kitchens are open (50 weeks a year)



PARKING

Plenty of free onsite parking

“The benefits at St Gabriel’s go far beyond the great pension scheme and staff discounts. There’s a real focus on wellbeing and work-life balance, and the setting is genuinely beautiful — it’s a lovely place to come to work each day. Staff turnover is low for a reason — people genuinely enjoy being part of this community.”





How to apply

Please complete the School's [Application Form](#) and send this to HR@stgabriels.co.uk.

Closing Date: Monday 3 August

Interviews will be held the week commencing Monday 10 August 2026.

St Gabriel's School values diversity, promotes equality, and is committed to safeguarding the welfare of children. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

For further details please contact HR on 01635 555680 or via email HR@stgabriels.co.uk.

ST GABRIEL'S

NEWBURY

Sandleford Priory
Newbury, Berkshire
RG20 9BD

01635 555680
info@stgabriels.co.uk
stgabriels.co.uk

