



THE **Leys**
CAMBRIDGE

General Medical
Assistant

candidate information

Head's *introduction*

At The Leys, we believe that school is not simply a preparation for life – it is life. That's why we aim to make every pupil's experience here rich with challenge, choice and opportunity. School should be a place of growth and discovery, where young people are encouraged to flourish emotionally, intellectually and socially. It's not a rehearsal for the future – it's a vital and vibrant part of the journey.

Founded in 1875 by the Methodist Conference, The Leys is the only co-educational boarding and day school in Cambridge. We are proud of our heritage, and we continue to uphold values such as kindness, courtesy, respect and integrity. But we are also a forward-thinking school, preparing young people for a world that is constantly evolving. Our location in the heart of one of the world's most dynamic academic and cultural cities gives us a unique advantage – Cambridge is not just where we are, it's part of who we are.

With around 570 pupils, The Leys offers an exceptional breadth of opportunity – from academic excellence to creative, sporting and leadership pursuits. At the same time, our scale allows us to know each pupil as an individual. This strong sense of community and personal attention is central to our ethos. It builds confidence – not just in the classroom, but in every aspect of school life. And that confidence, nurtured in a supportive and ambitious environment, is one of the most powerful gifts we can give our pupils.

I hope this pack gives you a sense of what makes The Leys so special, and we look forward to receiving your application.



Clare Ives
Head

General Medical Assistant



General Medical Assistant
Term Time Only (33 weeks per year) | Fixed Term
Contract (12 months)
Starting September 2026
Salary £13.63 per hour | 37.5 hours per week

We are looking for an enthusiastic and motivated Medical Assistant to join our busy Medical Centre.

You will play a crucial role in providing a comfortable and welcoming environment for our pupils. This role will be a mixture of administration, cleaning and clinical support.

You will be working 07.30am – 3.30pm Monday – Friday during term time only.

Previous experience in a healthcare or educational setting would be desirable but not essential as full training will be provided.

The funds are available for this role for an initial 12 months, however we anticipate this contract will be offered on a permanent basis for the school year 2027/2028.



Welcome to *The Leys*



Life at The Leys

The Leys is a co-educational boarding and day school for pupils aged between 11 and 18. Set in the heart of the beautiful and stimulating city of Cambridge, one of the world's leading cultural and academic centres, The Leys' unique location allows pupils unrivalled access to the vast array of cultural and educational opportunities that Cambridge has to offer.

Established in 1875, The Leys values its history, yet it blends traditional values – courtesy, tolerance, respect, decency – with a forward and outward-looking approach to education. Dedicated staff and superb facilities combine powerfully to prepare young people for the challenges which lie ahead at university and beyond.

The Leys is a close-knit, engaged, friendly community of around 550 pupils in which pastoral care is seen as the top priority. Indeed, our [2025 ISI report](#) identified our school culture and the strength of our community as a **significant strength**. Academic value-added is impressive and the breadth of the wider curriculum is renowned. The School caters for Boarding, Home Boarding and Day pupils but, with 70% of pupils accommodated in boarding houses, boarding is absolutely central to the ethos of the School and all pupils benefit from the vibrancy and structure which this provides.

Purpose

The Purpose of The Leys is to play our part in changing the world for the better.

We do this by making a positive difference to the lives, values and prospects of Leysians, by being professional, caring and rewarding in developing and managing our staff, by being a responsive and trusted partner to our parents, and by making a beneficial and sustainable contribution to the wider community

By foundation and structure, The Leys is a boarding community. We also place great value on being a “big, small school” embedded in the heart of Cambridge, and on giving Leysians a rich and rewarding academic and wider school experience – one they find valuable both intrinsically and in preparing for their futures. We seek, in the spirit of our Methodist founders and our Christian values, to send Leysians out into the world ready – academically, culturally, morally, physically, spiritually and socially – to live fulfilling lives which will make a positive contribution to society.

In order to achieve our Purpose, we aim to deliver an education which is built on three foundation stones: pastoral, academic and wider curricular. Whilst interconnected, ‘pastoral’ is accepted as pre-eminent, because pupils who feel supported and confident are able to flourish in all areas of the life of the school. Our teaching staff body all contribute to all three pillars of Leys School life, thus we all work together to ensure our pupils develop into happy, confident and well-rounded individuals ready to leave school and find their place in the world.

Pastoral Care

Pastoral Care is at the heart of what we do. We know that wellbeing is crucial to success in wider school life, and we all work together as a community to ensure that each pupil flourishes in school, feeling nurtured, supported and happy. Our House structure is central to this: all pupils are a member of a House throughout their time in school. Year 7 and 8 pupils are members of our junior house, Moulton, and then pupils in Year 9 and above join one of the eight boarding or three day houses. The vertical arrangement in the senior houses creates opportunity for pupils to support each other, and the houses are staffed with a Housemaster or Housemistress (HSM), an Assistant HSM, a Matron and a team of teaching staff. Pupils also have a tutor, who supports them with their wellbeing, academic progress and wider curricular involvement as they progress through the school. All staff are expected to contribute to our pastoral support of pupils, through tutoring, supporting the teaching of PHSE and undertaking weekly house duties.



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Pupils contribute in a myriad of ways to school life and the local community. They are exceptionally respectful, kind and courteous to others.



Teaching and Learning

Education is about so much more than passing exams, and at The Leys pupils are encouraged to develop an understanding of their own learning, find their passions, curiosity, and develop a lifelong appetite for knowledge.

Pupils are supported in their learning by excellent teaching both inside and outside of the classroom, with academic enrichment and extension embedded into the culture of the school. We understand that teachers are individuals and that they will have their own ways of expressing their passion and interest in their subjects. The 2022 ISI comment that “Inspirational and creative teaching is a significant contributory factor to pupils’ positive attitudes to learning” sums up the impact of that individuality. That said, we know that aspects change within education, and we just completed an exciting transition from Google Classroom to Microsoft Teams and OneNote. Pupils and staff all have a digital device, and pupils are used to working digitally as well as on paper.

Academic Attainment at The Leys is outstanding. This summer, the school achieved its best academic results on record at GCSE and close to best at A Level, placing us 67th in the Times Parent Power Rankings for independent schools nationally, and 84th for all schools. At GCSE 86% of all grades awarded were 9, 8 or 7, and 38% were graded 9, and at A Level 85% of results were grade A*-B. The School uses value added as an important measure of success and we are delighted that all our 2025 public examination results demonstrate that we added significant value to our pupils’ academic attainment compared to similar schools: a testament to the hard work and dedication of both staff and pupils.

Wider Curriculum

The Wider Curriculum is an integral part of the school week for all pupils and staff, with a significant amount of time in the afternoons and early evenings devoted to it. In their time at The Leys, pupils are actively encouraged to experience a broad range of activities that will bring them a wide range of benefits; activities in which they find enjoyment and fun whilst developing skills, personal qualities and attitudes that are transferable to other areas of their life at school and beyond.

The Leys’ Personal Development and Leadership programme (PDL) for pupils in Year 10 and above ensures that all pupils develop leadership, broaden their horizons and collaborate with their peers on projects, often trying to solve contemporary problems. Through our outstanding sporting, music and drama provision, pupils develop as confident and well-rounded young men and women, ready for life beyond school. Our broad and varied after school activities programme enables pupils to develop their interests, skills and strengths. Through this we aim to complement the pastoral and academic pillars of an all-round Leysian education alongside boosting the physical and mental well-being of all involved in the wider curriculum. All staff contribute to our extensive wider curriculum programme through involvement in games, PDL, outdoor education, and a wide range of clubs and activities.

“ A thoughtfully planned extra-curricular programme, that is responsive to the interests and talents of pupils.



The Role

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The Medical Centre offers support to all pupils during the day and is available for boarders and home boarders in the evenings. The medical centre is staffed throughout the week 24 hours a day, with the exception of Saturday night to Sunday evening, when an on-call service is available. Three times a week a doctor from the Trumpington Street Medical Practice offers on-site appointments for pupils who need more specific medical health care. The school nurses have a range of skills to meet the particular needs of our pupils and all have a range of training to offer mental health support. If pupils feel they have more significant concerns, or on the recommendation of parents or the Housemaster or Housemistress, the school also offers a counselling service, as well as access to an independent listener.

Job Description

Main purpose of the role:

To provide administrative and health care assistant support to the nursing team, to ensure the Medical Centre operates as a comfortable and welcoming environment for pupils and staff.

Main duties and responsibilities:

Health Care Assistant

- To conduct basic clinical assessments under supervision (blood pressure, heart rate, oxygen saturation levels, respiratory rate and temperature readings)
- To change inpatient bedding and Nurse on call beds, and make up beds as required
- To collect medical supplies, equipment, post, small deliveries etc from around the school
- To prepare and serve breakfast & lunches for patients (and to collect meals from the Dining Hall as required). To make & deliver drinks and snacks to resting pupils and inpatients
- To deliver /pick up emergency prescriptions from the Pharmacy
- To accompany pupils to the Emergency Department (if required in exceptional circumstances)
- To accompany pupils to planned appointments (if required in exceptional circumstances)
- To support with Medical Centre stock management, as well as monitoring emergency medication around the school site
- To replenish kitchen supplies as needed

The Post

Job Description continued

Domestic Assistant

- On a daily basis, to clean all areas of the Medical Centre (approximately 2 – 3 hours per day)
- To sort laundry as necessary and arrange clinical waste disposal
- Light spot cleaning including spillages as required

Medical Centre Administration

- To update the promotional noticeboards in the Medical Centre
- To participate in health promotions in and outside of the Medical Centre
- To perform a full range of administrative tasks using IT skills to include scanning, attaching documents, updating spreadsheets, electronic patient record processes and retrieval of information using different systems.
- General office administration

Other

- Assisting as required with the NHS vaccination programme
- Ensuring staff have the required first aid equipment for school trips

Safeguarding responsibilities

- To have read the School's Child Protection Policy and updates to this policy as required by the School
- To adhere at all times to the School's Child Protection procedures and to undertake responsibility to safeguard pupils.
- To be aware of and adhere to at all times the School's Staff Behaviour and Code of Conduct and confidentiality
- A duty to report and discuss any concerns about the safety of children and their wellbeing to the Designated Safeguarding Lead (DSL)
- A duty to report any low-level concerns about colleagues to the Designated Safeguarding Lead (DSL).
- To be informed and trained to an appropriate level and to complete mandatory safeguarding training as required by the School.

The list of tasks or duties and responsibilities described above is not exhaustive, and the School is entitled to instruct you, at any time, to carry out additional duties or responsibilities, which fall reasonably within the ambit of the job description, or in accordance with operational requirements.

Person Specification

Criteria	Essential	Desirable
Qualifications	Good all-round level of education including GCSE Maths & English Grade 4 or above, or equivalent	Diploma, BTEC or NVQ in Health & Social Care or equivalent
Knowledge	Basic understanding of GDPR and patient confidentiality The ability to work confidentially, but to know when to raise concerns with colleagues/outside agencies	Understanding of Risk Management and Health & Safety Procedures Thorough understanding of the appropriate use of cleaning equipment and chemicals. Willing to undertake COSHH training
Skills	Strong MS Office skills Good interpersonal and communication skills Able to work well with children and young people and to establish a good rapport with them Able to prioritise well Flexible, enthusiastic with a willingness to learn new skills	Previous experience of updating databases
Experience		Experience in a similar environment Experience working in health, social care, nursing or in the education sector Experience working with children or young adults

How to *Apply*

How to apply:

If you are interested in applying, please submit a completed application form including covering letter, to the Lead Nurse, c/o Recruitment Team (recruitment@theleys.net), The Leys School, Cambridge, CB2 7AD by 09.00am on 22 June 2026.

This role has the opportunity for regular contact with pupils and therefore is exempt from the Rehabilitation of Offenders Act 1974.

By applying for this role, you are consenting to The Leys School storing your personal data. Please read our 'Privacy Notice for Job Applicants' for further details.





THE **Leys**

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