

JOB DESCRIPTION

POST TITLE:	SEND ADMINISTRATIVE ASSISTANT/MEDICAL OFFICER
PAY:	SO1, SP23
RESPONSIBLE TO:	Assistant Headteacher - Inclusion
WORKING HOURS:	35 hours per week, 42 weeks Term Time, (39 weeks) + 3 additional weeks

MAIN PURPOSE OF THE JOB

- To provide administrative support to the SENDCO
- To be responsible for the reporting and continual monitoring of all medical incidents and accidents and ensuring that remedial measures are put into place where necessary
- To be responsible for the maintenance of the defibrillators and the stock of medical supplies and student and spare medication
- To liaise with the Health & Safety Officer in respect of Health & Safety matters.
- To assist with intimate care where necessary
- To manage staff and student health care programmes to include vaccinations and healthcare checks.
- To be responsible for the administration of recording and reporting of medical issues.

Specific Responsibilities

Administration:

SEND Administrative Assistant

To provide administrative support to the SENDCO

Duties - Administrative

1. Supporting the SENDCO in managing the process of assessment and testing for students with special educational needs and disabilities.
2. Supporting the SENDCO in managing all aspects of record keeping in relation to students' access arrangements.
3. Supporting the SENDCO in maintaining a high standard of record keeping for all students with special educational needs and disabilities
4. Producing accurate agendas and minutes from all meetings relating to students with special educational needs and disabilities.
5. Communicating on behalf of the SENDCO with key members of staff and outside agencies to ensure students with special educational needs and disabilities receive excellent levels of care and support.
6. Communicating when appropriate on behalf of the SENDCO with parents of students

with special educational needs and disabilities.

7. Responding to email, telephone and other queries as necessary and appropriate.
8. Contributing to the general office duties of Student Services reception.
9. Undertaking other such reasonable tasks as directed by the SENDCO.

Duties – Medical

1. Carry out first aid procedures on sick and injured students, keeping senior staff informed as appropriate.
2. Providing first aid assistance to staff.
3. Notify parents if students are to be sent home or need to go to the hospital. Arrange for a student to be accompanied to the hospital when necessary.
4. Responsibility for the day to day running of the Medical Room.
5. Establishing clear systems and processes for the running of the Medical Room.
6. Liaising between external agencies especially medical and social services
7. Inputting and updating student medical information on SIMS and keeping up to date records of all students contact telephone numbers and medical information (i.e. asthma sufferers etc).
8. Responsible for keeping up to date records in the accident book, completing accident forms and liaising with the Local Authority where necessary and keeping online local authority records up to date.
9. Compiling lists for staff of students' confidential medical information.
10. Preparing student care plans in consultation with parents/school nurse.
11. Liaising with the SENDCO and Safeguarding Officer as necessary over relevant issues concerning individual students.
12. Responsibility for all medicines, inhalers etc that are brought into school by students for use during the school day, making sure that they are safely stored in the right conditions.
13. Monitoring the use of the first aid stock and ordering new stock when necessary. Responsibility for issuing first aid boxes to staff on organised trips for students, sports day, etc and maintaining these boxes with a selection of useful medical sundries.
14. Ensure the school's defibrillators are always stocked and in working order.
15. Liaising with the Community Nurse on their regular visits, helping to organise their appointments with students where necessary.
16. Assisting staff who wish to refer students with health and social care problems and keeping staff informed. Liaising with safeguarding officer over referrals and agency involvement
17. Arranging all medical examinations and vaccinations as requested by the school, clinics and other appropriate agencies.
18. Ensuring various permissions slips/notes/letters are sent to parents.
19. Medical support and advice for staff, treatment where appropriate. Responsibility for summoning an ambulance when necessary.
20. Liaising between students, parents and staff where necessary over medical/health issues.
21. Logging and reporting accident and medical treatments given in the Medical Room for leadership/governors as and when required.
22. Delivering opportunistic health promotion as appropriate especially around anti-drugs, alcohol, tobacco, substance abuse and keeping safety and healthy.
23. Sharing appropriate information on students during transition from Key stages and to the staff of the school.
24. To co-ordinate all government led immunisation programmes (and Staff influenza

- vaccinations).
25. Helping to identify, create and evaluate all medical and student wellbeing policies, communicating with all staff involved. (Medical Conditions, Drug use etc).
 26. Administering an Epi Pen injection when appropriate. This is to be in accordance with medical procedures and up to the level of the training received.
 27. Organising and delivering as appropriate medical staff training e.g. Anaphylaxis.
 28. Ensuring teaching and support staff have appropriate awareness and understanding of the common medical conditions in the school.
 29. Training and supervising all staff dealing with students with severe and complex medical conditions/needs
 30. Delivering all medical information and medical procedures to new staff members via the induction programme
 31. Providing information to the Safeguarding Officer in child protection conferences (where the student has a relevant medical condition).
 32. Liaising with pastoral team to identify areas of concern and referring vulnerable students to the appropriate agencies
 33. Maintaining an Accident Book and appropriate records
 34. Ensuring infection and notifiable control measures are adhered to in line with local and national guidelines
 35. Any other duties required within the scope of this post or grade as directed by the Headteacher or Assistant Headteacher (Inclusion).

PERSON SPECIFICATION

Post: SEND ADMINISTRATIVE ASSISTANT/MEDICAL OFFICER

Location: Conisborough College

Reports to: AHT Inclusion

Qualifications	
Essential	Desirable
<ul style="list-style-type: none"> • Educated to GCSE (A-C) or level 2 or equivalent for English and mathematics • First Aid at Work Qualification • Excellent IT Skills, including a good working knowledge of Microsoft Office and databases (preferably SIMS) 	<ul style="list-style-type: none"> • Evidence of First Aid training
Experience	
<ul style="list-style-type: none"> • Experience of using a school management information system • Previous office and administrative experience 	<ul style="list-style-type: none"> • Experience of using SIMS • Experience of working within a school • SEN knowledge
Knowledge/Skills (Ability to)	
<ul style="list-style-type: none"> • Excellent organisational, communication, interpersonal and ICT skills • Work methodically, with a very good attention to detail • Effective decision making • Self-motivated with the ability to work without close supervision • Ability to work under pressure and remain calm during busy periods 	<ul style="list-style-type: none"> • Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation e.g. safeguarding • Evidence of effective team work • Work independently as well as part of a team • Work under pressure to meet deadlines • Ability to manage time effectively and prioritise workload
Personal / Other Relevant Attributes	
<ul style="list-style-type: none"> • Commitment to the provision and improvement of quality service provision • Ability to work under pressure and meet deadlines • Ability to build on the experience, advice and contributions of others • Ability to be flexible and adaptable 	

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| <ul style="list-style-type: none">• A commitment to the continuous development of self by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges and developing new skills.• Resilient and determined to achieve goals and targets set by Senior Management• Commitment to the highest standards of child protection• Excellent interpersonal skills and command of written and spoken English• Integrity, discretion and confidentiality | |
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The information on this form will be the basis on which the applicants will be assessed for shortlisting purposes.