



JOB DESCRIPTION

Job Title: School Welfare Officer/ Medical Officer

Salary: CHAT Support Staff Pay Point 14 £14,226.88 per annum
Hours: 32.5 Hours (8:15am – 3:15pm)
Weeks: 38 Weeks
Contract Type: Full Time/Permanent

JOB PURPOSE

- To deliver the health and first-aid provision for the students and staff of the school in line with the First Aid Protocol.
- To prepare and maintain the paper and electronic health care records of all students in line with the First Aid Protocol.
- To prepare generic, and where appropriate specific, risk assessments and care plans for situations and/or individuals.
- To ensure all injuries are appropriately reported undertaking a full trend analysis on a monthly basis.
- To ensure all related equipment and supplies are suitably maintained at all times.
- To ensure appropriate communication with the school staff and other health related agencies.
- To work closely within the Safeguarding Team at the School, having direct liaison with the appropriate member of the Senior Leadership Team.
- To follow up on every absence with pupils as appropriate, in order to improve patterns overtime.
- To ensure all attendance is accurately recorded in accordance to the policy and monitor attendance as appropriate.

MAIN DUTIES AND RESPONSIBILITIES

All duties and responsibilities below are to be read in conjunction with the School's First Aid Protocol which should be complied with at all times.

Medical Provision

- Provide emergency and routine first-aid treatment for pupils, staff and visitors.
- Deal with emergency health related incidents.
- To prepare generic, and where appropriate specific, risk assessments and or care plans for situations/individuals.
- Hold an emergency stock of prescribed medicines and tablets for distribution to certain students, as and when required, in line with parental consent with the appropriate documentation completed.
- Ensure all first-aid kits are prepared for use during all school activities, e.g. school trips and maintain first-aid boxes placed around the school with the appropriate documentation completed.

- Organise dental inspections, and medicals etc. This involves distributing, and receiving, letters, reminders and consent forms and arranging an appointments timetable for each child to ensure the minimal disruption to classes etc.

Communication

- Contact parent/carer if a student needs to go home, following laid down procedures.
- Obtain, and keep updated, written consent for administration of medication for all students.
- Liaise with staff and parents, if visits to the Medical Room become very regular.
- Report sensitive, controversial or personal issues to Safeguarding Manager or Senior Designated Officer (Headteacher) in confidence.

Administration and Reporting

- Record every visit and treatment required/given.
- Prepare and report all accident/incident, in line with legislation, appropriately reported undertaking a full trend analysis on a ½ termly basis.
- Fill in Accident / Incident on a daily basis ensuring the data is input to the relevant monitoring system.
- Inform parents of any head injury and, where possible, every incident that provides some cause for concern.
- Ensure that the Safeguarding Manager or Senior Leadership Team link is informed of any serious or non-accidental incident dealt with.
- To ensure the health care records of high risk students are prepared and maintained at all times with the relevant staff being notified.
- To ensure all related equipment and supplies, for the medical room and around the school, are suitably maintained at all times.

Additional Duties

- Attend parents evening for new intake to meet parents.
- Launder garments and clean surfaces in sick bay.
- Maintain a stock of clean pupil uniform for emergency situations.
- Restock class resources when requested.

ADMINISTRATION

- To undertake any other appropriate duties, as requested by the Safeguarding Manager or Senior Leadership Team to assist with the efficient running of the School's support services.

OTHER DUTIES

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- Show high expectations of all pupils and staff; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising educational achievements

STAFF DEVELOPMENT

- To take part in the school's staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in the relevant areas including subject knowledge and teaching methods.
- To engage actively in the Performance Management Review process.

SPECIAL CONDITIONS

- Some flexibility in the pattern of hours worked and a willingness to undertake working outside of the normal daily hours to meet the school needs.
- To promote and adhere to the school's corporate policies and procedures.
- To comply with the School's Health and Safety Policy and associated safe working procedures and guidelines undertaking risk assessments as appropriate.

- To comply with the School's Equality Policy
- To comply with the School's Data Protection Policy and Code of Practice within the service area of the post.

QUALIFICATIONS AND EXPERIENCE

- Enhanced DBS certificate
- Recognised first aid qualification.
- Additional specific skills such as defibrillator training, training around the management of specific conditions i.e. diabetes, epi-pen training is desirable.
- Experience of working with children of relevant age in a learning environment is desirable.
- Strong administration and organisational skills
- Computer literate.
- Excellent and empathetic communication skills, good analytical, organisational and writing skills
- Knowledge of relevant computer system to retrieve information, including Capita SIMS is desirable
- The ability to build excellent relationships with members of staff and pupils
- The ability to keep calm in any situation and to deal with individuals who may be angry or emotional.
- Flexibility & adaptability when reception and administration teams are working under pressure

SUPERVISORY RESPONSIBILITY

- None

SUPERVISION RECEIVED

- Senior Medical Officer & Safeguarding Manager

PRINCIPAL CONTACTS

- Teaching and Support Staff
- Students
- Visitors and external agencies

HEALTH AND SAFETY

To ensure that all health and safety instructions are followed and that all reasonable care is taken not to do anything that might endanger the post holder or others; to report to the line manager, or person in authority any dangerous situations in the workplace or any perceived shortcomings in health and safety arrangements.

SPECIAL CONDITIONS

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Cuckoo Hall Academy Trust is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

This post is subject to an enhanced DBS check.

Closing Date: Friday 25th October 2019