

**Job Description**

Salary: Scale 5 £20773.21 (£22956 full time equivalent)

Reports to: School Business Manager/ Head Teacher

Hours of work: 35 hours per week 8.45am – 4.45pm Monday to Friday during term time only (40 weeks per year)

**Main objectives**

To provide practical and pastoral medical and welfare support to pupils.

To undertake all relevant administrative duties involved in ensuring efficient and effective welfare and medical provision.

**Pastoral/Practical Duties**

* To administer first aid and act as the lead First Aider in school.
* To deal with accidents, injuries, sickness and allergies, contacting parents and medical professionals as necessary.
* To accompany sick/injured children home or to hospital if parents are unavailable.
* To provide pastoral care and assistance to children who require personal hygiene related care.
* To assist with specialised therapies and use of specialised aids.
* To put together first aid kits and medical bags for school trips.
* To assist with play and lunchtime supervision as required.

**Administrative Duties**

* To maintain and update all pupils medical plans, records and the medical register.
* To complete all relevant accident reports.
* To co-ordinate eye tests, height and weight checks, flu inoculations, and deal with any statutory medical returns to the Local Authority/Health Authorities.
* To order and maintain medical room stocks.
* To ensure the medical room is well maintained, tidy and organised at all times with clearly labelled resources.
* To ensure clear systems are in place so that staff are fully aware of pupils with specific medical/welfare needs, including updating pupil photographs.
* To co-ordinate first aid training and keep appropriate training records of all first aiders.

**General Duties**

* To liaise with parents regarding medical plans and needs.
* To liaise with key staff/professionals – the school nurse, SENCO, Learning Mentor, and School Business Manager.
* To liaise with kitchen staff regarding children with allergies and dietary needs.
* To meet with the Head Teacher/School Business Manager at least termly to report on medical and welfare needs/issues/developments.
* To attend the half termly health and safety committee meetings reporting on medical and welfare needs and issues.
* To undertake any necessary training and keep up to date with all welfare and medical requirements in the school.
* To liaise with the School Business Manager in order to review and update relevant school policies in line with legislation and best practice.
* To induct new staff with medical and welfare procedures.
* To undertake any necessary household duties.
* To undertake any duties consistent with the post as assigned by the Head Teacher.

**Person Specification and Experience**

* The ability to carry out all the duties in the job description.
* Strong pastoral and interpersonal skills.
* Total commitment to equalities, safeguarding, confidentiality, professionalism, excellent attendance and punctuality and own professional development.
* Ability to uphold and promote all the policies and values of the school, acting as an exemplary role model at all times.
* Competent administrative skills - proficient with word etc
* A qualified First Aider, and some knowledge and understanding of medical and welfare needs/concerns preferred, although not essential as full first aid training can be arranged.
* Ability to manage time effectively and to have strong organisational skills.