



Post Title:	Medical Welfare Officer
Department:	Associate Staff
Salary and Hours	Grade: BEX6.1 Term Time 36 hours per week, 39 weeks per year Salary: £30,288.00 FTE, Actual salary: £26,050.71 per annum
Responsible to:	Assistant Headteacher- Student Wellbeing and Attendance
Responsible for:	No staff
Functional links with:	Safeguarding, Attendance and Educational Welfare Team, Pastoral Teams, Family Liaison Officer, Educational Welfare Service, SENDCO, Parents, Local Authority and Healthcare staff, Local Authority Medical PRU, Inclusion Panel.
Main Purpose of the role	The Medical Welfare Officer is responsible for the co-ordination and administration of first aid and medical care at Townley Grammar.
Townley Grammar school is one of the top 100 schools in the country. We are a multicultural girls' selective school with specialism in Performing and Visual Arts with Mathematics and Computing with boys in the Sixth Form. Rated as Outstanding by Ofsted, our students come from a wide socioeconomic background, which makes our school environment richly diverse. We develop students' knowledge, academic excellence and character by building their resilience, compassion and ambition. These core values provide our young people with the wisdom and independence to make the right choices and lead happy, fulfilled lives. The Post holder will uphold the vision of.	

Principal duties and responsibilities

- Ensuring Medical support at Townley Gramma School is both compliant with the latest legislation but also reflects best practise.
- Working collaboratively with other members of the Schools Pastoral and Inclusion Teams under the leadership of the Assistant Head teacher
- Keeping accurate records of students who visit the Medical Room.
- Regularly review, update and monitor Individual Healthcare Plans in line with statutory guidance and best practise.
- Help maintain the day to day running of the Medical Centre, ensuring support for students has a positive impact on raising achievement and attendance.

- Maintain up to date first aid at work qualification.
- Ensure there are enough adequately trained staff to administer Emergency First Aid and provide cover for the Medical Officer when needed.
- To control, monitor and administer first line medical assistance to both students and staff at the Academy.
- To take appropriate care of, offer advice to and (where appropriate) supervise students and staff who are unwell, within the boundaries of the role.
- To liaise with parents/guardians over welfare issues affecting their son/daughter, this may incorporate an element listening and coaching.
- To prioritise health problems and complex, urgent or emergency situations requiring medical care including attending hospital with students if required.
- To liaise with Townley School over vaccinations and other student medical issues including ensuring the appropriate scheduling arrangements are fully communicated and carried out.
- To administer or oversee an Epi Pen injection when appropriate. This is to be in accordance with medical procedures and up to the level of the training received.
- To control storage and administration of medication required to be taken during school hours.
- To carry out Mental Health First Aid in accordance with safeguarding procedures and up to the level of training received.
- Maintain sufficient first aid materials within the Medical Office and throughout the school.
- To maintain, update and evaluate all medical policies in place at the School and advise on any additional requirements in this area as may be required from time to time.
- Arrange training in first aid to staff and students at the school, as and when agreed with the Deputy Headteacher.
- Coordinate the role of other staff providing first aid support as needed.
- To ensure teaching and associate staff have appropriate awareness and understanding of common medical conditions in the school and advise when certain contagious conditions are present.
- Ensure adequate first aid and medical cover for educational visits.
- Coordinate any annual vaccination programme that may be required for staff.
- Any other activity reasonably requested by the Senior Leadership Team.
- Supporting students at school with medical conditions.

- Help maintain the day to day running of the Medical Office, ensuring support for students has a positive impact on raising achievement and attendance.
- To have overview of First Aid training and ensure all staff certificates are up to date with relevant training (e.g. Epi-pen, Paediatric, Defibrillator).
- Maintaining up to date student records of all care given.
- To ensure effective communication with parents/carers and key stakeholders.
- Monitor and maintain medicines kept in school for students and ensure a medical administration form is fully completed.
- Ensure Individual Healthcare Plans are fully compliant, up to date and adhered to.
- Responsible for management of the medical room.
- Ensure First Aid Kits and Supplies are stocked at all times.
- Completion and sign off of relevant risk assessments for educational visits.

To assist in developing the role of the Medical Officer

- Attending regular team meetings and Line Management Meetings.
- Undertaking further professional training.
- Taking professional ownership for remaining up to date with legislation, best practice and research into the most effective management strategies.

Additional Duties:

The post holder is responsible for promoting and safeguarding the welfare of pupils at the school. The post holder is responsible for using technical and operational knowledge to ensure a safe environment.

General:

This role requires flexibility in order that all of the administrative needs of the department can be satisfied. Accordingly, you will be expected to be able to perform all of the duties outlined in the role description though you may have primary responsibility for a portion of this as the functions may be delegated to other members of the administration team. These duties may change and evolve with the needs of the department. You are required to undertake such other duties as may reasonably be requested of you commensurate with your grade at your initial place of work or at any other Trust site.

Continuing Professional Development:

In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and developments related to school efficiency, which may lead to improvements in the day to day running of the school;

Undertake any necessary professional development as identified in the School Improvement Plan including up to date technical knowledge taking full advantage of any relevant training and development available.

Person Specification		
	Essential	Desirable
Qualifications/Knowledge	• First Aid at Work Qualification • DBS clearance (will be obtained by the school, if appointed) • GCSE A*-C (or equivalent) in English and Maths,	• Nursing Qualification • Advanced First Aid Qualification • Defibrillator and Epi Pen Training
Experience/Knowledge	• Aptitude or experience of working with ICT and ability to use a MIS such as SIMS • Experience and understanding of the importance of dealing with confrontation. • Experience of writing reports that include data	• Previous experience of working in a school environment • Experience of writing and maintaining IHCPs. • Experience of providing personal care. • Experience of working with external agencies including School Nursing Service, Occupational Health, Medical PRU
Skills/Abilities	• Administrative and organisational skills • Empathy and ability to work with pupils • Ability to maintain a high degree of confidentiality • Ability to deal in a professional manner with all internal and external contacts • Strong Communication skills • Awareness of risks and how to reduce risk	• Knowledge of school systems, procedures and methods of working; in particular; Attendance, First Aid and Medical Needs of Students
Personal attributes	• Genuine enjoyment of working with young people. • Ability to stay calm and controlled in stressful situations. • Understanding of and commitment to equal opportunities. • Motivated, enthusiastic, flexible, friendly and helpful • Excellent interpersonal skills • Accurate with good attention to detail	

	• Excellent record of attendance • Flexible, ability to work as a team player • Willingness to work flexible hours was and when there is a need. • Ability to manage time efficiently and productively to ensure deadlines are met without compromising quality of care.	
Physical Requirements	• Health and physical capacity for the role • A good attendance record in current employment	

The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent, and must be eligible to work in the UK.

All staff are expected to be committed to the Equal Opportunities Policy.

This appointment is subject to the current conditions of employment of support staff contained in the School Pay and Conditions Document, the Education Act 1997, other current educational legislation and the school's articles of government.

Townley Grammar school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and it may be subject to modification at any time after consultation with the post holder.

SIGNED: _____

PRINT NAME: _____

DATED: _____