



**SMITH'S WOOD**  
ACADEMY

*A Fairfax Multi-Academy Trust School*

**MEDICAL ADVISOR**  
**(Fixed term for 24 months)**

Candidate Information Pack

## **WELCOME** - *CEO of the Trust and the Head of Academy*

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Dear Candidate

Firstly, thank you for considering joining one of our very successful schools within the Fairfax Multi Academy Trust. Established in 2014, we believe that education is the bedrock for a successful and fulfilling life. It is our aim to prepare each and every student to succeed in the 21st Century by purpose excellence in punctuality, behaviour, uniform, respect for one another and outstanding outcomes in the classroom.

Academic success is vital, however developing the whole person through extra-curricular opportunities also plays centre stage in our ethos.

The Trust is fortunate to have so many fantastic, dedicated and committed professionals in its schools and I personally am honoured to work for them. I do hope you find this pack informative and look forward to hearing from the Head of Academy about your application. You will be joining a fantastic organisation that will offer you many opportunities to progress as an individual and support you in attaining whatever position you aspire to achieve. Good luck and my sincere good wishes in your professional career.

Yours sincerely,

**Chris Stevens**  
**Interim CEO**  
**Fairfax Multi-Academy Trust**

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Dear Candidate,

Thank you for expressing an interest in Smith's Wood Academy.

At Smith's Wood we do things *the Smith's Wood Way*. This means that we strive for excellence in all that we do; we are dedicated and ambitious for ourselves and each other. We truly believe that there is dignity in hard work and effort and we believe in taking a traditional approach – manners, courtesy and respect are integral to our work. We believe in being open and transparent and in working with absolute integrity. I am proud to say that this is a school where staff and students support each other and take collective responsibility.

Having converted to an Academy on 1<sup>st</sup> April 2017 Smith's Wood is currently at a pivotal point in its long history; this is an exciting opportunity to be involved in transforming the future direction of Smith's Wood to make it one of the leading schools in the country. I am relentless in my drive and ambition to improve the outcomes for all who choose to join us on our journey.

Smith's Wood Academy is a special place to learn and work; I urge anyone considering applying for a post with us to visit us, talk to existing colleagues and to our students to find out exactly what it is that makes us so special. I hope that you like what you read and that you choose to take the first steps in joining the Smith's Wood Team.

Yours sincerely,



**Katy Craig**  
**Head of Academy**

## CONTEXT - *Our school*

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Smith's Wood Academy is located in the north of Solihull. There are approximately 1200 students on roll. Smith's Wood is located in the north of the borough and falls within one of the most deprived areas in the country; the proportion of pupils in receipt of the Pupil Premium is well above average.

Smith's Wood converted to an academy on the 1<sup>st</sup> April 2017, working in partnership with the Fairfax Multi-Academy Trust (FMAT) – already this partnership is effective in bringing about real and sustainable changes to the school and its community. The newly established leadership team is making important and rapid gains in terms of school improvement. We absolutely need to keep this momentum going and hope that you choose to join us as we move forward.

**The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Where required for the role, applicants must have qualified teacher status and be registered with the Teaching Agency. Any offer of employment will be subject to receipt of a satisfactory DBS certificate.**

**JOB DESCRIPTION**  
**MEDICAL ADVISOR (Fixed-term for 24 months)**

**POST HOLDER**

**DEPARTMENT** Smith's Wood Academy

**RESPONSIBLE TO** DSL

**LINE MANAGEMENT OF** N/A

**SALARY** FMAT Scale SC5 (£20,661-£22658 pro-rata)

**WORKING HOURS** 37 hours per week (no TOIL)  
Term time only

**WORKING PATTERN** Monday to Thursday 8.30am-4.30pm  
Friday 8.30am-4.00pm  
(to include 30 minute lunch break each day)

**Holiday Entitlement** A paid entitlement of 25 days' annual leave and 8 statutory holidays

**JOB PURPOSE**

- To be responsible for medical treatment/action and the effective management of the Medical Room.
- To give immediate assistance to casualties with common injuries and where necessary ensure that an ambulance or other medical help is sought.
- To liaise with the school nurse on health-related matters and to positively promote healthy lifestyles across the Academy.
- To deputise for Designated Safeguarding Lead (DSL) in her absence

**MAIN DUTIES AND REQUIREMENTS SPECIFIC TO THIS POST**

1. Administer/coordinate when someone is injured or becomes ill and manage the response to incident or emergency, where necessary. This includes Mental Health First Aid
2. Ensure that an ambulance or other professional medical help is summoned when required.
3. Accompany pupils to hospital where parents cannot be contacted
4. Ensuring the efficient and effective running of the medical room including medical records/forms and the supervision of sick or injured persons. This will also include ordering stocks and maintaining first aid kits.
5. Take responsibility for students with Individual Healthcare Plans on site and the requirements around medical management and medicine administration.
6. Ensure medicine held on site is done so in a compliant fashion, for example secure yet accessible to relevant individuals.
7. Responsibility for the issue/use of prescription drugs, inhalers and other medical prescriptions with parental permission
8. Perform thorough record keeping including data base of medicines held on school site and accident reporting, and that relevant information is handed to Academy Health and Safety Lead
9. Ensure effective training and deployment of the Academy First Aid team

10. Provide first aid support at after Academy events where necessary and appropriate, for example, sporting events, by mutual agreement
11. To liaise regularly with the Education Welfare Officer where poor attendance is linked to identified medical issues
12. Attend and contribute to Team Around the Family (TAF) meetings and Individual Education Plan reviews for pupils with Medical Care Plans/complex Mental Health needs
13. Liaise with relevant outside agencies such as SOLAR/MASH/YOS and Children's Services when it is necessary to support pupils requiring medical input or intervention
14. To attend New Intake evening annually to support with medically related Key Stage 2 to 3 transition issues and to liaise with partner primary schools regarding medical issues of those pupils transferring to the Academy
15. Review, annually, the Medical Policies of the Academy
16. Be one of the nominated First Aiders on site.

### **Curriculum responsibilities**

- Promote sexual health good practice and education for pupils through a training programme and PSHE delivery
- To support the delivery of the 'Baby Think It Over' programme as an extra-curricular activity

### **Organisational responsibilities**

- Liaise with the Health & Safety Leads on aspects of health and safety
- To oversee the team of Academy First Aiders; ensuring that their training is relevant and up to date
- Be responsible for medical policies; ensuring that they are updated annually and adhered to by relevant parties (including audit of this policy)
- To have responsibility for completing Risk Assessments and evacuation plans for pupils with identified medical needs, where appropriate, and to ensure access to lessons for those pupils with mobility problems
- Support students who require access to Academy lift due to illness and/or injury

### **Academy based responsibilities**

- Ensuring that all staff are aware of the medical needs of those children that are in their care; organising any specific medical training that may be necessary and at least one medically related training session annually (to include Epipen and Asthma training)
- Advising staff, pupils and parents on the management of medical conditions, and counselling on health and Mental Health related issues
- Liaising with Local Authority medical staff and the school nurse regarding medicals and immunisations
- In consultation with pastoral teams assist with the identification of health, emotional and social problems and advising school health services when necessary

### **GENERAL**

1. Promote and safeguard the welfare of students you come into contact with.
2. Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
3. Be aware of and adhere to all Trust and Academy level policies and procedures and comply with their contents; raising any concerns in a timely manner.
4. Be aware of, support and ensure equal opportunities for all.
5. Contribute to the overall ethos/work/aims of the Trust.
6. Appreciate and support the role of other professionals.
7. Attend and participate in relevant meetings as required.
8. Participate in training, other learning activities and performance development as required.

9. Engage actively in the performance review process.
10. Perform any other such duties as the Head of Academy may from time to time determine.

**PERSON SPECIFICATION  
MEDICAL ADVISOR**

The person specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understanding of the post's requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

Fairfax Multi-Academy Trust (FMAT) is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An Enhanced DBS check is required for the successful applicant.

<b>Experience/knowledge/qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Educated to GCSE level A* - C or equivalent in English and maths	✓	
Current Level 3 First Aid Certificate	✓	
Intermediate or above qualification in word processing/typing	✓	
Recent experience in an administrative role	✓	
Good knowledge of IT systems and proficient in the use of MS Word, Excel, PowerPoint, Outlook and e-mail	✓	
Experience in using database applications		✓
Good knowledge of standard office procedures and equipment	✓	
Previous experience in working in a school in a similar role		✓
Previous experience in using SIMS		✓
<b>Personal qualities and attitudes</b>	<b>Essential</b>	<b>Desirable</b>
Pleasant and confident telephone manner	✓	
Excellent administrative skills	✓	

Excellent attention to detail and ability to work to the required standards of accuracy and presentation	✓	
Ability to prioritise and deal with conflicting demands	✓	
Good verbal, listening, literacy and written communication skills	✓	
Ability to work autonomously with minimum supervision, or as part of a team as necessary	✓	
Ability to maintain confidentiality and deal with situations in a tactful manner	✓	
Ability to follow set procedures	✓	
Excellent attendance and punctuality	✓	
Willing to undertake appropriate training and development with a positive attitude including a commitment to undertake First Aid and other relevant training required for looking after the medical room	✓	
A commitment to the ethos, vision and values of the Trust	✓	