



School Medical Officer Application Pack

[Click for Application form](#)

Furze Platt Road, Maidenhead, Berkshire SL6 7NQ

Email: office@furzeplatt.com | Website:
www.furzeplatt.com

Tel: 01628 625308 | Fax: 01628 782257

Would you like to join the support staff team of an extremely popular and expanding secondary school? We have the following opportunity starting ASAP

School Medical Officer to start ASAP

Part time, 35 Hours per week, ideally 8.30am to 4.00pm Flexible)
Monday to Friday term time only

Salary £18,550 - £20,450 pa (actual salary) depending on experience

We are looking for an empathetic, confident person with the relevant skills to provide a comprehensive medical and welfare service to the school. In addition to the provision of first aid and other medical support to individual students you will work with colleagues on the implementation of individual health care plans for students with medical conditions, organise first aid training for staff, co-ordinate immunisation programmes, liaise with the pastoral team in relation to pastoral issues and contribute to medical and student wellbeing policy. We would also like the successful applicant to train staff members who are working with students with severe and complex medical conditions as well as support the school trip process in relation to medical requirements.

We are looking for a team player who enjoys working with minimum supervision and who might already have a medical background in some form or another. For further information and an application form please refer to the vacancies section of our school website www.furzeplatt.com

Application forms should be returned to Kiran.smith@furzeplatt.net. Only applications submitted on the school application form will be considered.

Closing date: Tuesday 23rd April 2019, 9.00am
Interviews: w/c Monday 29th April 2019

For further information about this role and in order to complete an application form please refer to our school website www.furzeplatt.com. Application forms should be returned to kiran.smith@furzeplatt.net. Only applications submitted on the school application form will be considered.

Closing date: Tuesday 23rd April 2019
Interviews will take place: w/c Monday 29th April 2019



School Medical Officer

Job Description: School Medical Officer

Line Manager:	Student Services Manager
Main Purpose of Role:	To provide a comprehensive medical and welfare service to the school, including provision of first aid and medical support to individual students. To deliver care within the boundaries of the role, focusing on student well-being and health education.

Main Responsibilities:

1. To provide first-line medical assistance to students and staff by recording accurately, assessing and taking any appropriate action.
2. To prioritise health problems and intervene appropriately, including the initiation of effective emergency care and accompany students, should the need arise, to hospital and remain with them until the parents arrive.
3. To manage prescribed medication which is taken by students during the school day, in a safe manner and to be responsible for administering said medication, ensuring that parental consent is obtained and recorded.
4. To work with colleagues to identify, implement and evaluate individual health care plans for students with medical conditions.
5. To organise or deliver training for staff members who are dealing with students with severe and complex medical conditions/needs. And to ensure that teaching and support staff are made aware and kept up-to-date in relation to students with medical conditions where necessary.
6. To work with individual students on a referral basis to deliver health education specific to the student's needs.
7. To assume responsibility for inputting and updating student medical information in the designated management information system.
8. To take ownership of/contribute to all medical and student wellbeing policies.
9. To review and keep up to date the school's First Aid Training Procedure and organise training or re-training for the relevant members of staff. This includes the organisation or delivery of specialised training for use of Epi Pens and the Automated External Defibrillator.
10. To co-ordinate all government led immunisation programmes for students.
11. To keep accurate and complete records of student consultation in accordance with current legislation and policy. This includes keeping an accident record book up to date and reporting accidents to the Site Manager.
12. To carry out stock audits of all First Aid boxes and kits throughout the school (including those used for school trips) and ensure they are replenished. Ensure all emergency First Aid medical equipment is in good working order.
13. To maintain the part of the process relating to the provision of medical needs/lists for all types of school trips.
14. To keep up to date with health education and health promotion and assist the whole school in raising the profile of the importance of health and welfare. To support with the delivery of sexual health education where appropriate.
15. To be a listening ear for students who report to medical and communicate any concerns to the Pastoral Team.

OTHER:

1. Keep the school's medical room clean and tidy.

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

I have read the Job Description and understand the outline of my responsibilities as set out above. I accept that these may change from time to time in accordance with business requirements and will be reviewed annually as part of my performance appraisal. I also understand that I may be requested to carry out other reasonable activities from time to time which are in line with the requirements of the business.

Name:	Signature:
Date:	

Furze Platt Senior School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



School Medical Officer

Person Specification: School Medical Officer

	Essential	Desirable	How to be tested
Qualification criteria: <ol style="list-style-type: none"> 5 good GCSEs including English & Maths at Grade C or above (or equivalent). Educated to A level or equivalent Good IT skills including Microsoft Office software and management information systems First Aid Training Other health related qualifications Eligible to work in the UK. 	<p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>Application form</p>
Experience of: <ol style="list-style-type: none"> Provision of basic First Aid. Other First Aid training such as Epi-Pen, Defibrillator. Working with children and/or young people. Working in a medical and welfare environment. Working in an administrative capacity. 	<p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>	<p>Application form and interview</p>
Behaviours, Skills and Strengths: <ol style="list-style-type: none"> Knowledge of procedures for medical welfare and first aid. Excellent verbal and written communication skills, for communicating with students, staff, parents/carers and health professionals. Able to establish a rapport with young people and their families. Able to deal with medical issues which require a high level of sensitivity and confidentiality. Confident and capable of remaining calm in an emergency situation. Excellent practical skills, particularly in relation to first aid and other health matters. Ability to use IT systems including databases & Microsoft Office products. Excellent administrative skills in particular the ability to pay attention to detail when completing admin tasks to ensure accuracy of records. High levels of honesty and integrity, confidence & self-motivation. 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		<p>Application form and interview</p>
Other: <ol style="list-style-type: none"> This post is subject to an enhanced DBS disclosure. The post holder must be committed to safeguarding the welfare of children. 	<p>✓</p> <p>✓</p>		<p>DBS Process References</p>