



Medical Administrator JOB DESCRIPTION

Salary :	Pass Scale 4 (NJC Point 6-8 £19,698 - £20,493) pro-rata.
Contract :	Permanent, 35 hours per week, term time only
Responsible to :	Headteacher Business Manager

Statement of Purpose

To manage and administer the medical room and to provide practical first aid support to students and staff, in accordance with school policy. To support the distribution and storage of medical information. To be a part of the wider office team provide administration support for the college.

Support to Students

- To provide first aid support to students as part of the wider first aid team in accordance with college policy and student need.
- To liaise with staff, parents and carers over student medical and first aid needs.
- To manage and administer the medical room including storage of medications and supplies.
- To assist with administration in connection with accidents, near misses, medical records, food allergies, medical care plans and arrangements for school visits by medical personnel using the school system.

Support to Organisation

- To carry out reprographics duties to include collating and distribution of documentation supplied by teaching staff as required.
- To assist in the organisation and production of school presentation literature, e.g. lamination of documents, binding, finishing as required.
- To provide cover of reception duties as required.
- To assist in ensuring effective communications within and beyond the school including phone calls.
- To provide as required and as appropriate, cover for the work of other members of the administration team according to workload pressures and/or in their absence and to ensure appropriate overlap of duties and skills to cover absence and periods of intense workload.
- To organise all college promotional merchandise, making up packs for distribution.

Support to School

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the college.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with student needs as appropriate during the school day.

Any other duties as required by the college, that are commensurate with the grade.