

**THE GOVERNING BODY OF
John Henry Newman Catholic College
JOB DESCRIPTION**



John Henry Newman
Catholic College
Heart speaks to Heart

Post Title:	Medical and Welfare Officer	Effective From	January 2018
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The appointment is made to the College rather than any individual area and duties may be required outside the usual day-to-day work. All members of staff are part of the team of Teaching and Support Staff, bound in common service in the light of Mission Statement and School Improvement Plan.

Reporting to:	Head of Student Services
Salary Band:	Grade C Point 13

PURPOSE OF POST:

- To be responsible for provision of first aid to staff, students and visitors to the College. To provide medical treatment as appropriate and manage the medical room.

RESPONSIBILITIES AND DUTIES

John Henry Newman Catholic College is an 11-18 comprehensive school with approximately 1000 pupils and 145 staff which converted to Academy status in January 2011.

The following outline is not intended as a list of tasks, but gives an overall range of duties and responsibilities which reflects the position.

- Responsibility for provision of first aid to staff, students and visitors to the College.
- Provision of medical treatment as appropriate.
- Attend all incidents requiring first aid in the academy ie students, staff including communication with parents, arranging transport to home or hospital where appropriate.
- Accompanying students to hospital when necessary.
- Management of the medical room including maintenance of highly confidential records, appropriate reporting of accidents and supervision of sick children.
- Supervision of storage and administration of prescribed drugs to students with parental permission.
- Order and maintain stocks of first aid.
- Organisation of medical provision for all academy trips
- Organisation of student medicals, immunisations, vaccinations etc in liaison with other professionals.
- Collation of new intake medical information and dissemination as appropriate
- Provision of a termly data on first aid incidents to the Health & Safety Committee.
- Liaison with Student Services and SEN department to ensure support for specific students.

- To report any safeguarding concerns to the Designated Safeguarding Lead in a timely and professional manner.
- Attend and participate in relevant meetings and functions as necessary to support the role.
- Carry out break time and lunch time duties.
- Continue personal development as necessary to fulfil the requirements of the role.
- Participate in staff review and appraisal
- Undertake any reasonable request by the Principal.

Duties should be undertaken in a manner consistent with the aims of John Henry Newman Catholic College.

WORKING HOURS

Working hours will be 37 hours per week term time only (39 weeks). Hours worked will be 8.00am to 4.00pm over 5 days (Monday to Friday). Some flexibility may be required during busy periods.

SAFEGUARDING

The post holder is responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults she/he comes into contact with.

NO SMOKING POLICY

The school operates a 'No Smoking' policy. As such, the post holder is required to refrain from smoking anywhere on the school site.

HEALTH & SAFETY

The post holder will be responsible for their personal Health and Safety as per the school's Health and Safety Policy.

As an employee of John Henry Newman Catholic College, the post holder will be responsible for observing their Health and Safety responsibilities as laid down in the Health and Safety Policies. In addition, the post holder will be responsible for co-operating with their Line Manager so that they may discharge their Health and Safety responsibilities effectively.

The post holder should refer to, and take note that specific responsibilities are detailed in Health and Safety Policies.

INFORMATION QUALITY

You are responsible for ensuring that you comply with the school's Information Quality Standards

TRAINING AND DEVELOPMENT

The College is committed to personal and organisational development of the individual.

The post holder will be encouraged to contribute to identify and meet job related development needs.

DATA PROTECTION

As an employee of the school, the post holder is expected to manage information in accordance with the standards outlined in the school's Records Management and Information Security Policies. They will ensure that information is held and transmitted securely in a

manner commensurate with its sensitivity and that it complies with the provisions of the Data Protection Act 1998.

EQUAL OPPORTUNITIES

John Henry Newman Catholic College IS committed to a wide range of diversity issues including Equal Opportunities.

As an employee of John Henry Newman Catholic College the post holder is expected to demonstrate a commitment to a wide range of diversity issues including Equal Opportunities.

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. The College will check for any record of criminal conviction prior to appointment.