**JOB DESCRIPTION**

|  |  |
| --- | --- |
| JOB TITLE | Medical Administrator  |
| LINE MANAGER | Deputy Headteacher (Pastoral) |
| WORKING WEEK | 37 HOURS8.00AM – 4.00PM MONDAY - THURSDAY8.00AM – 3:30PM FRIDAY |
| WEEKS WORKED | TERM TIME PLUS 5 INSET DAYS |
| HOLIDAY WORKING | 10 Days = 37 X 2 = 74 |

**Core Purpose**

To provide First Aid, medical and social welfare to students. To originate and accurately maintain student records both on SIMS and hard copy and to provide information to relevant staff.

**Main Duties and Responsibilities**

1. Deal with medical and social aspects of student welfare, including the provision of first aid; first point of call for medical/accident emergencies.
2. Administer medication.
3. Keep a record of students seen in medical room on a *Medical Log* on the computer. Keep record of any medication given to students in *Medication Records.*
4. Care for ill/injured students in accordance with current guidelines.
5. Ensure that the medical and social needs of new and existing students in school are identified with parents and communicated to appropriate staff.
6. Maintain provision of first aid equipment within school. Managing the annual first aid budget.
7. Maintenance of first aid records; reporting procedures including the input of medical data onto school system (SIMS)
8. Organise and/or deliver first aid training for staff and students as required.
9. Provide medical/social information for all school trips.
10. Liaise between parents, school staff and other agencies; including referrals to other agencies and attend meetings as appropriate.
11. Prepare for and administer vaccination programmes informing parents, staff and students.
12. Provide advice or signposting for children with mental health problems in collaboration with the SENCo.
13. Identifying students who need to have an Independent Health Care assessment (IHC). This will need to be downloaded and entered on SIMS. Implementing their needs.
14. To report incidents which happen in writing to key members of staff; Liaise with Heads of year on a regular basis to discuss student’s needs

**ADDITIONAL RESPONSIBILITIES**

1. Reporting of Self Harm or other medical concerns to Designated Senior Person.
2. Provide regular hands on support for agencies such as Signpost when they come to see students at the school.
3. Have regular meetings with School Nurse, keeping a log of students seen, and report to Deputy Headteacher (Pastoral)

**Equalities**

The post holder is required to be aware of and support difference and ensure that the school’s equalities and diversity polices are followed.

**Health & Safety**

The post holder is required to be aware of and comply with policies and procedures relating to child protection; health and safety; confidentiality; and data protection and report all concerns to an appropriate person.

**Criminal Records Check – Disclosure & Barring Service (DBS)**

All posts in schools are exempt from the Rehabilitation of Offenders Act 1974; this means that all convictions must be declared, including those that would generally be regarded as ‘spent’. A disclosure from the Disclosure & Barring Service (DBS) will be sought as part of the school’s pre-employment checks. The DBS will provide a report to you and the Local Authority on whether you have any criminal convictions, including cautions and bind-overs.

**Additional Information**

The post holder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities and in performance management and development as required by the school’s policies and practices.

The duties and responsibilities listed above describe the post as it is at present. The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities may vary from time to time without changing the general character of the duties or responsibilities entailed. Such variations are a common occurrence and would not justify a re-evaluation of the post. However, in cases where a permanent and substantial change in the duties and responsibilities of the post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

**Supervision/Job Context**

The post holder will initially be line managed by the Deputy Head (Pastoral) who currently line manages all pastoral staff (teaching and support) in the school.

**Contacts**

The post holder will work with all members of staff in the school and have contact with students, parents, governors, advisors and all other visitors to the school.

**Knowledge, Experience and Training**

**Essential:**

* Experience of working with children and young people
* Experience of working with parents and carers
* Knowledge of child protection procedures
* Excellent communication and organisational skills
* Ability to work in a team and independently

**Preferable:**

* Knowledge of school procedures.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Name | Signature | Date |
| Post Holder |  |  |  |
| Line Manager |  |  |  |
| SLT |  |  |  |

NB Signed copy to be returned to HR Administrator for Personnel Records