

Job Description

Job title: Student Services Manager
Reports to: Assistant Principal - Inclusion
Location: Strood Academy

Job purpose

- Your primary responsibility will be to provide health services to students when they are at school. For example, you will support with writing medical plans and address minor injuries and mild to acute illnesses, or support students with chronic illnesses. You'll also help with preventive care by educating students on how to avoid communicable diseases and having proper hygiene.
- To succeed in this role, you must have excellent organisational skills and the ability to communicate with children, their parents or guardians, and teachers. If you meet these requirements, and you also have a genuine interest in improving children's lives, we'd like to hear from you.

Essential Requirements

- Good interpersonal skills
- Computer literacy
- Excellent communication skills
- Ability to keep up to date records for medical records
- Ability to work under pressure
- The ability to communicate effectively verbally and in written forms

Key responsibilities

- Provide basic healthcare to students in case of injury or acute illness,
- Develop health care and support plans for students with chronic illnesses and disabilities
- Educate students and staff on healthy habits, such as proper nutrition and hygiene
- Support with organisation of school vaccinations
- Update students' medical history on school records where relevant.
- Support and advise parents with advice on mental health, wellbeing and student health concerns
- Ensure school environment is safe for children and school staff (e.g. prevention of communicable diseases)
- Write referrals for pediatricians and other health specialists where relevant
- To assess First Aid problems presented by pupils and staff, taking appropriate action in the event of an emergency and communicating with staff and parents as necessary.
- To accompany pupils, where the need arises, to hospital and remain with them until parents arrive.
- To be responsible for the safe-keeping of prescribed drugs in a locked cupboard and maintaining clear records, logging each time medicine is administered by the individual student.
- To liaise with partner schools in order to assess pupils' potential medical needs prior to their attendance at the school.
- To attend to minor medical needs of pupils, such as administering plasters, bandages etc as required, and look after pupils who feel ill.
- To inform a Vice Principal/Principal in the event of more serious medical concerns and make the necessary arrangements for parents to be contacted.
- To advise on general health matters as presented by the staff and pupils, and communicate with parents as appropriate.

- To network with internal and external health agencies on a regular basis, including the sexual health nurse and coordinate school nurse visits to the academy.
- To liaise with a range of health agencies with a view to seeking advice and support on behalf of students with specific health issues, under the direction of a Vice Principal
- To coordinate and maintain Individual medical Care Plans for pupils with specific medical needs in conjunction with parents and the School nurse and any other relevant health care professionals.
- To meet with pupils returning to school after an injury which impacts mobility, hearing or sight and agree a personal emergency evacuation plan (PEEP), liaising with the head of site services.
- To ensure any student risk assessments are completed on return to school where an injury or medical condition requires adjustments to be made and this is communicated with staff.
- To make arrangements for vaccination sessions held by the Local Authority for the relevant age groups of pupils, undertaking the necessary communications and ensuring appropriate records are completed and retained.
- To enter all student medical information into Bromcom, maintain accurate records in accordance with new and changing medical needs, and inform staff of relevant information, including for all school trips.
- To liaise with the School nurse and Director of progress regarding confidential medical matters.
- To keep an up to date accident record book, including details of injuries, make any required RIDDOR reports for accidents at work (with the support of the business manager in charge of Health and safety).
- Review patterns of accidents and report to the Health and Safety Committee.
- To carry out monthly stock audits of all First Aid boxes and First Aid kits throughout the school (including those used for trips) and ensure they are replenished.
- Ensure all emergency First Aid medical equipment is in good working order and maintenance of the medical room.
- Daily recording and monitoring of first aid incidents.
- Update the medical register each term, ensuring new cases are added immediately and information shared with staff.
- All student medication to be stored in a lockable cabinet and details recorded on the medical log. Ensure that all Parents complete a medicine consent sheet.
- Parent/professional agencies meetings if required. Ensuring all medication held is compliant to legislation
- Ensure a record of medical information is obtained before handing out toilet passes.
- Ensuring First Aiders' register is up to date and in accordance with legislation. (First Aid at Work and RIDDOR Reg 2013)
- Handsam – Health and Safety. In compliance with First Aid at Work Reg 1981.
- Update policies in accordance with new legislation, including a head injury policy

Other administrative duties linked to Student services

- Photographs - organising timetabling and supervising
- To produce and distribute Staff and student ID Cards
- Creating and activating New Staff, Photographs uploading /printing and activating for use in ID manager.
- Liaising with parents regarding queries and problem solving. Including problems with student cards in the canteen.
- Parentpay -Setting up trips and any other items that need payment to include daily monitoring of all transactions.

Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this

commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.