

Job Description**Job Title: Designated Medical & Health and Safety Lead****Location: Bexleyheath Academy****Hours of work: 37 Hours Per Week****Reports to: Vice Principal****Responsibilities:****Health & Safety**

- To ensure that the academy is safe and compliant.
- To ensure all risk assessments for all activities are present and updated.
- To ensure that fire procedures and all emergency evacuation procedures are reviewed termly.
- To ensure that staff and students have a good knowledge and understanding of health and safety.

Mental Health, Health & Wellbeing

- To collect key information, and monitor the development of students & staff across the Academy.
- To identify students of concern, and design intervention work to support students.
- To provide a programme of developmental work to promote and support healthy lifestyles and positive wellbeing.
- To coordinate and direct programmes to the Student Welfare team, and collaborate in the Extended Support Programme.
- To design and implement workshops to support students' understanding of various issues such as; smoking, drugs, hygiene, etc.
- To liaise with stakeholder to ensure that students are provided with appropriate care and support.

Medical Information

- To collect and update medical information, ensuring that this is accurate, up-to-date and stored in a secure manner.
- To design and monitor care plans for students to support them with their medical conditions. This will involve liaising with relevant stakeholders and these documents will need to be updated yearly.
- To share medical information to relevant staff regarding the students that they teach or work with.
- To work with the students to ensure that they are aware of their medical conditions and to ensure that they are complying with the safety measure in their care plans.
- To work with other health and safety professionals in the academy to develop risk assessments for students and staff who might have sudden issues such as bone breakages or fractures.

Medication

- To ensure that students with medical conditions that require medication at the academy have relevant consent.
- To ensure that the medication for students is stored appropriately and that parents are contacted when new medication is needed.
- To ensure that expired medication is disposed of appropriately.
- To ensure that the academy has a stock of basic medications for emergency use such as: epi-pens and inhalers.
- To ensure that the defibrillators are checked on a weekly basis.

First Aid

- To ensure that the academy has an appropriate number of fully first aid trained personnel at all times.

- To design, monitor and participate in a timetable of first aid support, to ensure there is support available during times of academy operations.
- To monitor the first aid on-call to observe any patterns with: students, staff, departments and activities. Using this information working with the Health and Safety lead to ensure that appropriate measures are in place to minimise incidents.
- To ensure that first aid boxes across the academy are checked termly so that items are in date and replenished.
- To manage the medical unit, and maintain adequate stock levels of items at all times.
- To record and track all visits to the hospital.

Whole Staff Training and CPD

- To provide staff members with information regarding different medical conditions.
- To provide training opportunities for staff members of different medical conditions to help them support students across the academy.
- To organise training for the use of inhalers, defibrillators and epi-pens.

Safeguarding:

- Keep abreast and comply with policies and procedures covering child protection and health and safety.
- Contribute to safeguarding the welfare of learners in the Academy.
- Maintain the security of property in a way that is consistent with the Academies procedures and legal requirements, reporting any concerns about safety and security to the appropriate person.

Accountability, Performance and Line Management:

- Take an active part in the Performance Management process with your line manager, sharing your success stories as well as your challenges.
- Regularly review your own practice, set personal targets and take responsibility for your own personal development.
- Take responsibility for your work, encourage and accept feedback from your colleagues and your line manager and respond to or adapt to change as required.
- Continue to learn and develop as a professional, completing induction, attending relevant training to update knowledge and skills, enhancing qualifications.
- Model high professional standards and be a responsible and effective member of staff.
- Appreciate, respect and support the role of other professionals.

General/Other Duties:

- To support reception operations during the Academic year when necessary.
- To participate in meetings, attend training courses and CPD as required.
- To undertake administrative ad hoc tasks as directed by the Health and Safety Lead

Our values:

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

Other clauses:

1. This 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.
2. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
3. This job description may be varied to meet the changing demands of the Academy at the reasonable discretion of the Principal.
4. There may be occasions when it will be necessary to cover other administrative roles within the Academy or to work with the administrative team when there are peaks and pressing issues.
5. 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.
6. Postholder may deal with sensitive material and should maintain confidentiality in all Academy related matters.

Safeguarding

Academies Enterprise Trust and all of our academies are committed to ensuring 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 adopt a robust, fair and consistent recruitment process which is inline with Keeping Children Safe in Education guidance. This includes online checks for shortlisted candidates. All offers of employment are subject to an Enhanced DBS check, references, and where applicable, a prohibition from teaching check.

Equality, Equity, Diversity and Inclusion

At AET, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation. Join our family and help us inspire every child to choose a remarkable life.

Person Specification

Job Title: Designated Medical & Health and Safety Lead

General Heading	Detail	Essential requirements	Desirable requirements
Qualifications	Qualifications required for the role	<ul style="list-style-type: none"> • Awareness of and commitment to offering a high level of customer care. • Good level of literacy and numeracy skills to GCSE standard or equivalent. 	<ul style="list-style-type: none"> • Administrative qualification
Knowledge/Experience	Specific knowledge/experience required for the role	<ul style="list-style-type: none"> • Awareness of current developments in Medical Conditions and Medication Administration. • Knowledge of safeguarding procedures • Knowledge of medical confidentiality • Awareness of current public health services and legislation • Knowledge of Infection Control. 	



		<ul style="list-style-type: none">• Knowledge of Health and Safety in the Workplace.• Paediatric care experience• Working with children and families• Experience of counselling/counselling services• Experience of infection control• Experience in organising and managing vaccinations and other medical care needed for students• Experience in organising and managing first aid training for relevant staff members and managing first aid logs.• Administering medication to students.• Writing care plans for students with medical concerns.• First Aid Training.• Managing Medication Training.• Use of Epi Pens and inhalers.	
Skills	Line Management responsibilities	N/A	
	Forward and Strategic Planning	<ul style="list-style-type: none">• Good time management and organisation skills – able to manage own workload, set priorities and meet deadlines, with the ability to multitask.	
	Budget (Size and Responsibilities)	N/A	
	Abilities	<ul style="list-style-type: none">• Ability to form appropriate relationships both internally and externally.• Excellent communication skills both face to face and over the telephone.• Organised and efficient administrative skills.• Good communication and interpersonal skills with adults and young people.• Adaptable, with an ability to work effectively and respond well under pressure.• Ability to use IT software packages e.g. Google suite and databases.• A good understanding of confidentiality issues and the ability to maintain this at all times.	
Personal Characteristics	Behaviours	<ul style="list-style-type: none">• Courteous and efficient manner.• Professional appearance and manner.• Patient and diplomatic when dealing with parents/carers.• Co-operative and supportive team player.• Willingness to work flexibly and collaboratively as required to meet changing	



		<p>service needs.</p> <ul style="list-style-type: none">• Enthusiasm and confidence when dealing with people.• Ability to relate well with peers.• Ability to maintain confidentiality at all times.• Reliable, honest and efficient.• Sense of humour.• Commitment to Equal Opportunities.	
	Values	<ul style="list-style-type: none">• Ability to demonstrate, understand and apply our values:• Be unusually brave• Discover what's possible• Push the limits• Be big hearted	
Special Requirements		<ul style="list-style-type: none">• Successful candidate will be subject to an enhanced Disclosure and Barring Service Check• Right to work in the UK• Show a commitment to promoting the welfare and safeguarding of children and young people• Show a commitment to providing a fair, equitable and mutually supportive learning and working environment for our children & young people and staff	