



Bradfields Academy

Churchill Avenue
Chatham
Kent ME5 0LB

Part-Time Medical and Welfare Assistant

Contract: Permanent Part-Time (2 days per week – Thurs & Fri)
Salary: NJC Scale D2 Point 4-11 £8,472 - £9,467 (FTE £24,404 - £27,269) + SEN £688 (FTE £1,491)
Location: Bradfields Specialist SEN Academy, Chatham Kent
Start Date: September 2025

Bradfields Academy, part of Fortis Trust, is seeking to appoint a committed and compassionate Medical and Welfare Assistant to join our outstanding provision supporting students with a range of Special Educational Needs and Disabilities (SEND).

This is a part-time only post plus 5 Staff Development Days within our established medical and therapy team. The hours of work are 8.00 am-4.00 pm with half hour lunch break Thursday & Friday (15 hours per week). The successful candidate will support the day-to-day health and wellbeing of students across all phases of the academy, ensuring they can access learning fully and safely.

Key Duties

- Provide first aid and medical support for students, including those with complex needs.
- Dispense medication safely and in line with legal and medical protocols.
- Develop and implement personal care and medical plans under the direction of the Medical Lead.
- Monitor and record medical interventions using academy systems such as SIMS.
- Maintain an organised and well-stocked Medical Room and first aid supplies across the site.
- Liaise with health professionals, parents/carers and staff regarding students' medical needs.
- Support in the delivery of relevant medical training to staff (eg medication, moving & handling).
- Ensure safeguarding policies are followed at all times and promote an inclusive environment.

Person Specification

Essential

- Experience in a medical, care or educational setting.
- Paediatric First Aid certification (or willingness to complete training).
- Knowledge of administering medication and medical record-keeping.
- Excellent interpersonal skills to develop positive relationships with students, families and professionals.
- Ability to work under pressure and maintain confidentiality.
- Commitment to safeguarding and promoting the welfare of children and young people.

Desirable

- Previous experience supporting students with SEND.
- Awareness of alternative communication methods and sensory needs.
- Training in People Moving & Handling and Managing Medications in Schools.

Why Bradfields?

As part of Fortis Trust, staff at Bradfields benefit from:

- A comprehensive professional development programme.
- Access to the Fortis Trust well-being package, including counselling and support services.
- Participation in the cycle-to-work scheme and regular wellbeing days.
- A supportive and collaborative working environment.

Bradfields Academy is committed to safeguarding and promoting the welfare of children and young people. All staff are expected to share this commitment. Any offer of employment will be subject to satisfactory references and an enhanced DBS check. We are an equal opportunities employer.

We warmly welcome interested candidates to arrange a visit. Please contact Louise Tombs at:

✉ louise.tombs@fortistrust.co.uk

☎ 01634 683990

To apply, please complete the application form available on our website:

🌐 www.bradfieldsacademy.co.uk

Closing Date: 11th July 2025

Bradfields Academy reserves the right to close the application window early should a successful candidate present themselves before the closing date.