

Job Description

Job Title	Medical Centre Administrator
Reports To:	Medical Centre Clinical Lead
Job Purpose	
<p>The Medical Administrator will be an integral part of the School's Medical Centre Team, based in a busy boarding school environment, providing essential clerical and administrative support to ensure the smooth day-to-day running of the Centre. Working on a flexible part-time rota, the post holder will assist clinical staff in delivering high-quality care to students, coordinating appointments, managing communications with parents, staff, and external healthcare providers and supporting the administration of medications and vaccination clinics. The role involves maintaining accurate records, ensuring compliance with GDPR and information governance, and contributing to the overall efficiency of the Medical Centre.</p>	
Key Duties and Responsibilities	
<ul style="list-style-type: none">• To provide on-site clerical and administrative support to medical staff providing medical care for students in a boarding school environment.• Opening mail and actioning any appointments received for students. This will involve organising transport and a medical escort to accompany the student. Communicating any clinical information to the clinical team and forwarding any correspondence from appointments to parents.• Communicating with medical escorts to ensure a rota is in place for coverage of the School 7 days a week, covering the full 24 hours.• Answering and dealing with phone calls from internal and external to the school and directing the caller to the most appropriate person.• Liaising with House Matrons regarding any student appointments.• Assisting the nurses with monthly and ad hoc medication requests and liaising with the GP practice and pharmacy to ensure a timely delivery.• General office administration, filing, petty cash, diary management.• Liaising with the Immunisation team to organise vaccination clinics for students.• Ensuring students are registered with the local GP surgery.• Maintain and ensure accurate records, communicating with other members of the team to share information and concerns.• Understanding and compliance with GDPR and information governance for medical records and sensitive and confidential information within the Medical Centre.• Other such reasonable duties as from time to time decided by Line Manager, Principal or Senior Leadership Team.	
<p>This is not an exhaustive list. The post holder must be willing to evolve and contribute to a busy team to ensure the efficient and effective daily running of the Medical Centre.</p>	

Person Specification

Essential Skills:

- Good communication skills
- Good interpersonal skills and the ability to relate effectively to both young people and adults. The ability to empathise with students and put their needs first
- Good organisational skills
- Confident and competent in the use of IT applications
- Ability to work as part of a team and as an individual, being resourceful and showing initiative at times of increased pressure
- Proficient typing skills

Qualifications:

- Good basic level of education, 5 GCSE's (or equivalent) at C grade or above, including maths and English

Desirable:

- Previous experience in a medical setting

Health & Safety

Personally responsible for the health, safety and welfare of all staff and students that may be affected by the postholder's acts and/or omissions.

Equal Opportunities

Personally responsible for equal opportunities awareness and ensuring that the postholder is aware of, and carries out, the provisions contained in the Equal Opportunities policy.

Safeguarding Children

To be responsible for safeguarding and promoting the welfare of children and young people.

The post holder must be aware of and comply with all School policies and procedures.

The School is committed to safeguarding and promoting the welfare of all our students. You are advised that this post is subject to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020 and therefore this post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service (DBS).

Please be aware that schools are also required to undertake online recruitment checks on shortlisted candidates under changes to Keeping Children Safe in Education.