

Job description – School Medical Officer 32.5 hours per week, (£20,493.00) Actual salary £15,190.00

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Summary of the role:	To provide support of students with medical and first aid needs.
Line management responsibility for	N/A
Main duties and responsibilities:	<ul style="list-style-type: none"> • Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact. • To lead on whole school First Aid provision – acting as main First Aider and coordinating support from other First Aiders; to have overview of First Aid training and ensure all are up-to-date with relevant training. • To lead on risk assessments for students with medical care requirements within school and for off-site activities and residentials, including the training for staff. • To co-ordinate, administer and maintain Individual Health Care Plans for pupils with specific medical needs in conjunction with parents and any other relevant health care professionals. • To be responsible for administering prescribed drugs which are necessary to be taken by pupils during the school day, ensuring that parental consent is obtained and recorded. • To be responsible for the safe-keeping of prescribed drugs in a locked cupboard. • To maintain records of student health concerns and train staff as appropriate (e.g. use of epi-pen, procedures for asthma attack etc.) • To actively promote good practice as stated in Trust policies.. • To support the Designated Teacher for Child Protection – attend Child Protection meetings if required; • To support students and families with a variety of health and mental health related issues including self-harm, drugs, alcohol, eating disorders. • Work with students with health concerns – support to ensure appropriate attendance at lessons and continuance with learning. • To coordinate visits from the School Nurse Team to administer student vaccinations. • Work with parents of students with health concerns – to ensure maximum student participation as appropriate. • Supervision / First Aid responsibility during social times • To complete and keep up to date accident/near miss documentation • To be responsible for maintaining stocks and ordering medical supplies and equipment in order to ensure adequate emergency medical resources exist within the school.

	<ul style="list-style-type: none"> To carry out other duties reasonably deemed to be within the responsibility as requested by the Principal.
Line management duties and responsibilities	<ul style="list-style-type: none"> To have oversight of the team of First Aiders

You may also be required to undertake such other comparable duties as the Head requires from time to time.

Person specification			
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	Essential	Desirable	Method of assessment
Relevant Experience	<ul style="list-style-type: none"> Previous experience for working as a First Aider or in a medical/nursing capacity 	<ul style="list-style-type: none"> Previous experience of working in a school environment 	Application form
Qualifications (Education/Training)	<ul style="list-style-type: none"> Advanced First Aid qualification 	<ul style="list-style-type: none"> A Nursing Qualification Good standard of education 	Production of the Applicant's certificates Discussion at interview Application form
Job Related Knowledge & Skills	<ul style="list-style-type: none"> Ability to prioritise work Ability to manage time effectively Ability to maintain confidentiality in all school matters Ability to deal in a professional manner with all internal and external contacts. Administrative and organisational skills. 	<ul style="list-style-type: none"> An understanding of the needs our students Willingness to take personal responsibility for further training and development 	Contents of the application form Interview Professional references
Personal Qualities	<ul style="list-style-type: none"> Ability to communicate with a wide range of people. Ability to work effectively and to work as part of a team Be flexible to changing demands of the post. Accurate with good attention to detail. Excellent record of attendance. 	<ul style="list-style-type: none"> Ability to act on own Initiative and to work without close supervision 	Contents of the application form Interview Professional references
Equal Opportunities	<ul style="list-style-type: none"> An understanding of and commitment to equality of opportunity. 		Contents of the application form Interview

			Professional references
Additional Factors	<ul style="list-style-type: none"> Committed to safeguarding and promoting the welfare of children and young people Ability to form and maintain appropriate relationships and personal boundaries with children and young people 		Contents of the application form Interview Professional references