![Ormiston Bushfield Academy logo]

Job Description

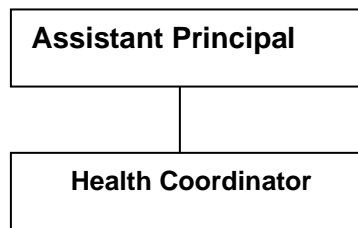**Job Title:** Health Coordinator

Grade: 4

Hours: 37 hours a week – term time only incl. PD days.

Reports to (job title): Clare Gray (Assistant Principal)

Organisation Chart:

Show immediate manager and any jobs reporting to this post.

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┌─────────────────────────┐
│   Assistant Principal   │
└────────────┬────────────┘
             │
┌────────────┴────────────┐
│   Health Coordinator    │
└─────────────────────────┘
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CRB Check applicable? Standard ☐ Enhanced ☒ None ☐

Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?

Yes ☒   No ☐

Line Management responsibility for:

No. of direct reports: None

No. of indirect reports: None

Size of budget:

- state whether *accountable* for (i.e.budget holder) or *accounting* for (e.g. monitoring)

Job purpose:

To create an environment that promotes healthy living and responds to the needs of individual students and staff members in the Academy.

To liaise with staff and parents regarding individual and larger scale health and hygiene issues, ensuring that positive links are maintained.

Managing/Communicating all Health and Safety Issues:

- To liaise with the medical services in order to arrange and coordinate medical examinations and vaccinations held in the Academy i.e. immunisations - Meningitis C, Flu plus HPV;
- To organise and maintain the upkeep of the first aid room, ensuring that necessary stock and equipment is to hand and ordered as required, along with managing budget;
- To maintain health records of all students, accident record forms and a log of all pupil visits to the first aid room;
- Review and implement health care plans;
- To monitor staff health and provide advice as requested;
- To participate in discussion and meetings with Academy staff and others as required;
- To attend meetings and case conferences as required;
- Small group work with school nurse.

Medical Duties:

- To ensure the safe keeping and safe administration of medicines and medical equipment brought into the Academy by students/parents;
- In an emergency, to liaise with the ambulance service and if parents are unavailable, go to hospital with students and stay until the parents arrive;
- To ensure first aid boxes are in place and kept stocked;
- To provide necessary training (e.g. Epi-pen) where appropriate;
- Keep records of all the Academy's first aiders and when necessary arrange initial or update First Aid Training courses.
- To liaise and co-ordinate school counselling provision.

Child Protection

- To have due regard for safeguarding and promoting the welfare of students;
- To follow the child protection procedures adopted by the Safeguarding Children's Board and the Academy's Safeguarding Policy.

Other:

- To develop in line with Health and Safety Policy a good practice guide for staff on relevant health issues;
- Work with PSHE Co-ordinator to support relevant health related issues in schemes of work and provide; high quality health related display. Support with outside agencies;
- To carry out any other duties as required by the Assistant Principal.

Generic Responsibilities:	To carry out all responsibilities with regard to the Academy's Equalities Policy and Procedures and Customer Care Policy.
	To comply with all Health & Safety at work requirements as laid down by the Academy.
Flexibility Clause:	Other duties and responsibilities express and implied which arise from the nature and character of the post within the Academy's (or section) mentioned above or in a comparable post in any of the Academy's other sections or departments.
Variation Clause:	This is a description of the job as it is constituted at the date shown. It is the practice of this Academy to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in

consultation with the postholder.

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Principal reserves the right to make changes to your job description following consultation.

Signed: ………………………………………………………… **Employee**

Print name:…………………………………………………….

Signed: ………………………………………………………… **Line Manager**

Print name:…………………………………………………….

Date: ……………………………………………..