



JOB DESCRIPTION

TITLE: Medical Assistant

SCHOOL: Chiltern Academy

RESPONSIBLE TO: Senior Leadership Team

GRADE: L3

HOURS / WEEKS: 37 hour per week / 39 weeks per year

PURPOSE OF POST:

To provide medical care and welfare to all students of the school together with some administrative duties associated with the post.

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| 1. | Attend to all medical needs ie cleaning wounds, bandaging of limbs, care of unwell children, administering of oral medicine and telephoning parents to collect child from the Medical Room. Manage the more complex needs and requirements of specific students, in liaison with the relevant medical personnel. Accompany pupils to hospital in some situations. |
| 2. | Recording the details of all persons who have come to Medical Room together with reason, time etc. Completing relevant documentation eg accident forms, recording medicine administration and updating individual health care plans, in liaison with the school nurses. Providing regular analysis of visits to Medical Room. |
| 3. | To be responsible for care, health and welfare of pupils in accordance with the school's health and safety and related policies. Keeping staff training up to date / organising sessions with external agencies. |
| 4. | Liaising with Year Leaders/teachers within the school with regards to students in their year group. |
| 5. | Organising vaccinations and health checks, with outside agencies. |
| 6. | Checking all medical supplies and ordering as necessary. |
| 7. | Assisting Education Welfare Officer, Child Protection Officer and other medical personnel or agencies as required. |

8.	Assisting with the general administrative functions of the school as required.
9.	Attend day and residential visits and sporting events

The Chiltern Learning Trust are committed to working in wider partnership, which will promote wellbeing outcomes for young people.

All personnel may be required to work across the Trust by agreement with the Chief Executive.

DIMENSIONS:

Supervisory Management: Medical room Assistant

Financial Resources: Medical room budget - up to £500

Physical Resources: Medical room and associated equipment and supplies.

CONTEXT:

All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Improvement Plan. This will mean focussing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment. It is the individual's responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with.

Because of the nature of this job, it will be necessary for an enhanced DBS check to be undertaken. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare all unspent cautions and convictions; and also any adult cautions (simple or conditional), and spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020). A person's criminal record will not in itself prevent a person from being appointed to this post. Applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying. However in the event of the employment being taken up, any failure to disclose such offence, as detailed above, will result in dismissal or disciplinary action by the School / Authority.

Disclosures are handled in accordance with the DBS Code of Practice which can be accessed via www.disclosure.gov.uk

The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

CVs will not be accepted for any posts based in schools.

Person Specification

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E):- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
Experience	Background in Nursing / First Aid	1,2	Working in a school / college setting.	1,2
			Some experience of working effectively with young people	1,2
Skills/Abilities	Well organised and able to work to deadlines.	1,2		
	Ability to work on one's own initiative, balance competing priorities and organise a work schedule.	1,2		
	Ability to work as part of a team.	1,2		
	Strong interpersonal, analytical and communication skills.	1,2		
	Able to deal/communicate with students, parents, staff and outside agencies in a friendly manner.	1,2		
	Ability to remain calm and controlled under pressure.	1,2		
	Reliable and able to maintain confidentiality.	1,2		
	Able to converse with ease with members of the public and provide effective help or advice in accurate and fluent spoken English	1,2,5		

Competencies	Able to demonstrate: Appropriate motivation to work with young people	1,2		
	Ability to form appropriate relationships with young people	1,2		
	Emotional resilience in working with challenging behaviours	1,2		
	Appropriate attitudes to use of authority and maintaining discipline	1,2		
Equality Issues	A commitment to equal opportunities and an awareness of the way in which discrimination affects the achievement and inclusion of pupils from minority ethnic communities	2		
Specialist Knowledge	IT Literate. Be in possession of a current First Aid at Work Certificate.	1,2	Knowledge of SIMS packages.	1.2
Education and Training	First Aid experience	1,2,4	A demonstrable willingness to undertake further training.	1.2
Other Requirements	Knowledge of Safeguarding Procedures and Child Protection.	2		
	Ability to work flexibly as the work demands.	1,2		

1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equal Opportunities*
- (ii) Health and Safety*
- (iii) Data Protection Act (2018)*

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- *Motivation to work with children and young people;*
- *Ability to form and maintain appropriate relationships and personal boundaries with children and young people;*
- *Emotional resilience in working with challenging behaviours; and, attitudes to use of authority and maintaining discipline.*

The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Criminal Records Bureau.