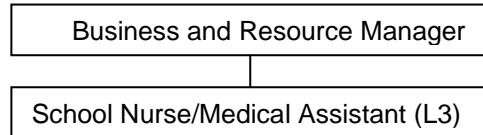


BEECHWOOD PRIMARY SCHOOL

JOB TITLE: Medical Assistant
RESPONSIBLE TO : Business and Resources Manager
HOURS : 37 per week term time only
GRADE : L3

Organisational Chart



Job Purpose:

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

Main Duties and Responsibilities:

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. Make decisions relating to the referral of students and staff to a doctor or hospital, and if necessary accompany pupils to hospital. 50%
2. Recording the details of all persons who have come to the Medical Room together with accidents treated, medicine administered on a daily basis. Completing relevant documentation eg accident forms, recording medicine administration and updating individual health care plans. Providing regular analysis of visits to Medical Room. 8%
3. To be responsible for care, health and welfare of pupils in accordance with the school's health and safety and related policies. To manage the more complex needs and requirements of specific students. Ensure all relevant parental consent forms to administer or carry medicine are obtained. Keeping other First Aiders up to date with current information. 8%
4. Liaising with Team Leaders and other student support services within the school re students in their year group. Maintain essential care list of students with 'need to know' conditions eg., allergies, medical requirements, EpiPen users and inhalers and ensure that all staff are aware, including the Kitchen Manager. 5%
5. Liaison with local health authorities to organise immunisations, vaccinations, and health checks. Organise vaccination days, manage communication with home, obtain and manage consents where required. 5%
6. Checking and order all medical supplies as required, and ensure that the medical room, facilities and First Aid kits throughout the school are maintained, that all First Aid supplies are replenished in good time. 1%
7. Assisting Education Welfare Officer, Child Protection Officer and other medical personnel or agencies as required. 4%
8. To work as part of the school office team to provide general administrative support to staff and to help to manage the school Reception when required, including answering of 16%

calls and dealing with visitors.

9. Attend day and residential visits and sporting events

3%

DIMENSIONS:

Supervisory Management: None

Financial Resources: Medical room budget – up to £500

Physical Resources: Medical room and associated equipment and supplies.

Physical Effort:

Other: Working Environment:

There could be a frequent requirement to deal with vomit and bodily fluids when children are unwell. The role may involve the use of needles and other medical implements.

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.

DBS

Because of the nature of this job, it will be necessary for the appropriate level of disclosure and barring service check to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment. Disclosures are handled in accordance with the DBS Code of Practice which can be accessed from direct.gov.uk

This post is classified as 'regulated activity' in accordance with the Safeguarding Vulnerable Groups Act 2006.

Please note if you are shortlisted for this role, an online name search will be undertaken, as per Keeping Children Safe in Education. The purpose of the search is to help identify any incidents or issues that have happened, and are publicly available online, which school might want to explore with you at interview. Further information on how online searches will be undertaken can be found in our schools Recruitment and Selection Policy.

'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 Barring Service (DBS).'

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

This job description sets out the main responsibility of the role; each individual task may not be identified. The duties may vary from time-to-time without changing the general character of the post or level of responsibility.

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		
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.	1,2		
Specialist Knowledge	IT Literate. Demonstrable experience of administration and clerical work. Be in possession of a current First Aid at Work Certificate.	1,2,3,5 1,2,3 1,2	Knowledge of SIMS packages.	1.2
Education and Training	First Aid experience	1,2,5	A demonstrable willingness to undertake further training.	1,2
Other Requirements	Knowledge of Safeguarding Procedures and Child Protection. Ability to work flexibly as the work demands.	1,2 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 the school'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 (1984 & 1998)

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 Disclosure Barring Service (DBS).'