



The Compton School Job Description

Post:	Medical/Reception Assistant
Reports to:	Key Stage Leader
Working hours:	Term time only (39 weeks per annum) 32.5 hours per week (Monday-Friday 8.15am- 3.15pm)
Grade:	SCP 8 - 11
Safeguarding Children:	This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to DBS Barred list and Enhanced Disclosure checks.

Purpose of Job

- To lead on whole school First Aid provision both in school and for school trips, acting as main First Aider and coordinating support from other First Aiders
- To have overview of those staff currently First Aid trained and those needing to be updated
- To support all students with medical needs that occur during the school day including emergencies

Main Duties and Responsibilities

Welfare Duties:

- Acting as the Appointed Medical Officer for the school
- Carry out first aid procedures on sick and injured students, keeping senior staff informed as appropriate and summon for an ambulance where necessary
- Providing first aid assistance to staff where necessary
- To maintain accurate and confidential records of student health concerns and train staff as appropriate (eg use of epi-pen, procedures for asthma attack, diabetes etc)

- To create Care Plans for all students where there is a need; to meet with parents; to follow up concerns raised at transition into Year 7; to keep effective electronic records
- To work with KSL on policies relating to medical issues to ensure that they are up to date and advise School Leadership Team and Governors accordingly
- Notify parents if students are to be sent home or need to go to the hospital. Accompany a student to the hospital when necessary
- Responsibility for the Medical Room, monitoring the use of the first aid stock and ordering new stock when necessary
- Keep up to date records of all students' contact telephone numbers and medical information (i.e. asthma sufferers etc)
- Complete accident reports following incidents and record them on EVERY and or RIDDOR as necessary after consultation with your line manager, in a timely fashion
- Ensure School Leadership Team is apprised of findings and recommendations arising from accidents. This information should be shared with Assistant Headteacher and Line Manager in the first instance
- Responsibility for ensuring that Health Care Plans are in place, in consultation with parents and previous school. This could include coordination of PEEPs (evacuation plans) for vulnerable students Upload these onto school system so that all staff can access
- Compiling lists for staff of pupils' confidential medical information
- Responsibility for all medicines, inhalers etc that are brought into school by students for use during the school day, making sure that they are safely stored in the right conditions
- Responsibility for checking student records and issuing first aid boxes to staff on organised trips and sports day for students. Ensure these boxes are up to date with a selection of useful medical sundries
- Arrange with the school nurse to deliver epi-pen training each academic year. In the event that this is no longer possible through the Local Authority, to make alternative arrangements as far as possible
- Arranging all medical examinations and vaccinations as requested by the school, clinics and other appropriate agencies in collaboration with NHS teams
- Putting various permissions slips/notes/letters into registers for the information of the form tutor
- Liaising appropriately and professionally between students, parents and staff where necessary
- Preparing accident reports for Leadership/governors as and when required
- Full compliance with Safeguarding Policy; to notify DSL or line manager with any concerns immediately
- To oversee the First Aid budget
- Any other duties required within the scope of this post or grade as directed by the Headteacher, Assistant Headteacher or Line Manager

Student Services Receptionist:

- To be the first point of contact for students with appointments
- To liaise with Year Managers regarding any student issues
- To provide students with temporary ties and badges and to log on SIMS
- Responsibility for dealing with pre-loved school uniform and lost property ensuring that named items get back to their owners and uniform is kept clean and organised. Sorting out unmarked items for various means for disposal at the end of each term.

Administrative Duties:

- To provide support for Support and Intervention Team (encompassing Student Services) as required
- To provide flexible support and cover for colleagues in Student Services
- To oversee the Student Services stationary budget
- To carry out duties as required by the Line Manager appropriate to the grading of the post

Promotion of school

- To make a **positive contribution** to the life of the school and exemplify the **school vision and values**
 - To promote, advocate and follow all **school policies**
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General

- This job description sets out only the main duties and responsibilities to this post and does not describe in detail the tasks required to carry them out
 - Such duties and responsibilities may be updated from time to time to reflect any changes to school procedures. Only significant additional duties or responsibilities as required by the Headteacher / SLT will render the grade of the post liable for re-evaluation
 - Much of the work undertaken within the School/Department is of a highly confidential nature. The post holder must at all times maintain confidentiality
 - The post holder must be aware of and understand the School's Equality Policy and ensure at all times that the duties of the post are carried out in accordance with the policy
 - The post holder must be aware of and understand the School's Safeguarding Policy and ensure at all times that the duties of the post are carried out in accordance with the policy
 - The post holder must ensure compliance with all health and safety legislation and associated codes of practice and school policies
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