



**JOB DESCRIPTION**

Role Title	Department	Reports to
School Nurse/Senior Health Professional	Operations	Deputy Operations Manager

**PURPOSE**

The post holder will lead on the provision of high-quality medical care and support to those within the Academy community. They will co-ordinate the work of the First Aid team and ensure compliance with relevant legislation and best practice. They will support the SEND team in ensuring appropriate support is in place for students with additional needs. The following job description outlines the main responsibilities of the job and is not an exhaustive list of all relevant duties. The Trust reserves the right to amend this job description.

**DIMENSIONS**

Direct Reports	Budget Responsibility
Health and Well-Being Lead First Aiders	First Aid

**PRINCIPAL ACCOUNTABILITIES**

**Medical Room / First Aid**

- Manage the Academy First Aid provision for all students and employees, including associated structures, facilities and processes
- Manage and oversee the work of the first aider(s), quality assuring the support provided and making sure accurate records are kept.
- Oversee and lead on Medical Tracker (IT system), ensuring processes are followed correctly and details are recorded and reported accurately.
- Chair regular first aid meetings, ensuring all team members are up to date on procedures, expectations and best practice.
- Responsible for implementing and managing a training plan for all first aiders that reflects the needs of the student cohort and ensures that all training remains current.
- Maintain an awareness of changes in First Aid protocols, procedures and expectations, and update first aiders accordingly
- Lead on the development of the medical and first aid provision as the school grows, ensuring it remains fit for purpose
- Administer nursing care to deal with the daily medical needs of Staff and Students with illness, injury and medical emergencies, alongside the Health and Well-Being Lead.
- Responsible for the safe storage, preparation and administration of all medication in accordance with trust policies and national guidance ensuring appropriate records are kept and parental consent is obtained and recorded.

- Liaise with other schools to access pupils' potential medical needs prior to their attendance at the school, and work with the wider Academy team to ensure appropriate support is in place for their transition
- Devise, maintain and continuously review all administrative structures and procedures necessary to deliver an effective first aid service
- Maintain and manage, and regularly review, individual Health Care Plans for pupils with specific medical needs in conjunction with parents and other health care professionals.
- Work with the SEND team to ensure appropriate support is in place for students with additional needs, including intimate care plans where relevant.
- Maintain the school health records and student medical plans, ensuring confidential and accurate information is held in line with Trust policies.
- Ensure accidents and public health issues are logged according to agreed procedures, including details of injuries, and shared with the appropriate agency/personnel.
- Oversee monthly stock checks of first aid kits and ensure all emergency first aid equipment is in working order and regularly serviced.
- Ensure an appropriate level of medical/first aid cover is in place for school events and trips.
- Produce medical department statistics as required for internal scrutiny
- Oversee/deliver First Aid training as required
- Lead in ensuring staff are aware of confidential student medical needs and updated on a regular basis.
- Support with home visits for pupils returning to school after a period of absence due to medical issues e.g. broken limbs, operations, on request.

#### **Health Services and Outside Agencies**

- Work with the Deputy Operations Manager and Health and Well-Being Lead in the delivery of the onsite vaccination programmes
- Co-ordinate visits from outside agencies.
- Liaise with external organisations and stakeholders in connection to health services with a view to seeking advice and support on behalf of students with specific health issues.
- Support wellbeing and mental health for all members of our community

#### **Health & Safety**

- Be an active member of the Health & Safety team, advising on areas of responsibility
- Liaise with pastoral team/HR where a student or staff member is returning to school with an injury, or has a medical need, to ensure that they have the appropriate support in place, which may include a risk assessment, lift pass or PEEP.
- Responsible for writing, or reviewing, personal emergency evacuation plans (PEEP) for pupils and staff as necessary, ensuring these are continuously reviewed and relevant and shared with those who would need to support in the event of an evacuation.
- Write and maintain risk assessments and needs assessments appropriate to areas of responsibility.
- To oversee regular compliance checks in areas of responsibility

#### **Line Management**

- To support direct reports through effective and regular line management meetings and appraisals.
- To monitor and manage the workload of the team

#### **Other**

- Support the delivery of relevant wellbeing programmes

- Provide information, advice and guidance to support the curriculum offer and policy in school
- Attend SEND review meetings as required
- Work within the pastoral structure of the school to support the wellbeing of all pupils
- Lead and quality assure all administration appropriate and relevant to this role
- Manage the first aid budget

**General**

- To work as an effective member of a team and to always promote teamwork
- Observe good working practices and current health and safety regulations
- Observe and adhere to all Policies, Procedures and Regulations

**PERSON SPECIFICATION**

Qualifications/Education/ Training	<ul style="list-style-type: none"> <li>• HSE approved First Aid at Work qualification</li> <li>• Registered nurse or Allied Health Professional (Desirable)</li> <li>• Qualified to deliver onsite First Aid training (Desirable)</li> <li>• Educated to at least GCSE level (or equivalent) with a minimum grade 'C' in English and Maths (Essential)</li> </ul>
Knowledge/Experience	<ul style="list-style-type: none"> <li>• Extensive relevant experience of assessing and treating a range of illnesses and injuries, and supporting those with medical needs (Essential)</li> <li>• Understanding of the need for keeping accurate records and experience of doing so (Essential)</li> <li>• Knowledge and understanding of the process of risk assessment and risk management (Essential)</li> <li>• Experience of working with young people and parents in a school or educational environment (Desirable)</li> <li>• Experience of supporting students with medical needs (Desirable)</li> <li>• Safeguarding children awareness training (Desirable)</li> <li>• Occupational Health (Desirable)</li> </ul>
Technical/Business Skills/Ability	<ul style="list-style-type: none"> <li>• Good verbal, numeric and written communication skills (Essential)</li> <li>• Good organisational and time management and administrative skills (Essential)</li> <li>• Ability to work effectively under pressure, in a busy environment with many interruptions, whilst maintaining attention to detail (Essential)</li> <li>• Proven ability to manage and develop a team (Essential)</li> <li>• Experienced and proficient user of IT, particularly Word, Excel and Outlook (Essential)</li> <li>• Able to manipulate data in Excel and other programmes as required (Essential)</li> <li>• Willingness to undertake ongoing professional development (Essential)</li> <li>• Experienced in the use of Medical Tracker (Desirable)</li> </ul>

Particular Aptitude/Personal Skills Required	<ul style="list-style-type: none"> <li>• Ability to maintain confidentiality (Essential)</li> <li>• Discretion in dealing with sensitive and confidential information (Essential)</li> <li>• Able to work calmly under pressure and manage medical emergencies (Essential)</li> <li>• Confident to deliver training courses and presentations, and chair meetings (Essential)</li> <li>• Enthusiasm for working with young people (Essential)</li> <li>• Commitment to safeguarding and protecting children and young people (Essential)</li> <li>• Empathy with the aims and values of the school (Essential)</li> </ul>
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**Associate Staff Standards**

We as Trust colleagues, make upholding the reputation and standards of the Trust and the School our first concern, and are accountable for achieving the highest possible standards in our work and conduct. Our Job Descriptions define the behaviour and attitudes required. We act with honesty and integrity; have strong subject knowledge, keep our knowledge and skills up to date and are self-critical; forge positive professional relationships and work with parents/carers, visitors and outside agencies in the best interests of students.

**Personal and Professional Conduct**

A colleague is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct for all Trust employees;

We uphold public trust and maintain high standards of ethics and behaviour, within and outside School, by:

- Treating students, colleagues, visitors and parents/carers with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to our position;
- Having regard for the need to safeguard students’ well-being, in accordance with statutory provisions;
- Showing tolerance of and respect for the rights of others;
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs;
- Ensuring that personal beliefs are not expressed in ways which exploit students’ vulnerability or might lead them to break the law;
- Maintaining high standards of confidentiality and acting with integrity at all times.

I hereby confirm that I have received a copy of the above job description

PRINT: ..... SIGNED: .....