



STUDENT HEALTH CARE OFFICER JOB DESCRIPTION
PART TIME, PERMANENT
TERM TIME ONLY PLUS 1 WEEK
SALARY: H4 - H5

The post holder is required to perform the duties below. S/he will be responsible to the Office Manager and will demonstrate a genuine commitment to our Equality and Diversity policy, which reflects the rights and needs of our entire school community.

This job description will be reviewed annually and there is an opportunity for performance related incremental enhancement which will form the basis of the Appraisal procedure. Any issues relating to the review of this job description should be brought to the Principal's notice by the post holder through the senior line manager. The post holder will undertake the following specific responsibilities in order to fulfil our statutory requirements, school Trust aims, policies and targets:

| STUDENT HEALTH CARE OFFICER JOB DESCRIPTION PART TIME, PERMANENT |
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| Responsible to: Office Manager |
| Expectations |
| Core Purpose: <ul style="list-style-type: none">● The Student Healthcare Officer is the first point of contact for all students and staff if feeling unwell or have medical conditions or concerns.● Build professional and trusting relationships with students, staff and parents.● Ensure accurate, timely and effective medical administrative support, using relevant school software.● Perform additional administrative tasks as required● Act as an ambassador for the school, displaying a confident, professional manner and appearance at all times. |
| Duties and Responsibilities |
| <ul style="list-style-type: none">● As the Student Healthcare Officer, ensuring that students who report as ill, or have medical concerns, are seen and dealt with promptly by administering first aid and care of students until they return to lesson or are collected by a parent/carer etc.● Contacting parents/carers with regards to students' welfare and/or sudden illness.● Make decisions relating to the referral of students and staff to a doctor or hospital.● Administering approved medication to students in line with statutory requirements.● Keep a regular check on all student's personal medication, including expiry dates and correct storage etc.● Ensure all students medical supplies are up to date (Epipens, inhalers etc).● Regularly reviewing all individual healthcare plans for students with more complex health needs, and sharing these appropriately.● To assist with writing, reviewing and updating all health related school policies.● Offer advice and assistance to staff leading school trips regarding individual students and medication.● Ordering, control and usage of medical supplies within the whole school, including ensuring First Aid kits on site are monitored and are restocked on a regular basis.● Supply First Aid kits for school trips and visits.● Perform additional administrative tasks as required |

Communication and Record Keeping

- Maintaining effective records, risk assessments and healthcare plans for all students
- Updating medical records on the school database and liaise with parents as necessary if further information is required
- Ensure records are kept up to date and record students visiting the medical room.
- Ensure effective and timely information sharing. Liaise closely with relevant staff regarding students' health, as appropriate.
- Making contact with parents as appropriate, and meeting with parents/carers and/or healthcare professionals (e.g NHS Diabetes Nursing team), as required.
- Liaise with the relevant members of staff (e.g. Form Tutor, Director of Learning, Deputy Head, and Student Support) on issues which arise, as appropriate.
- Additional tasks as required by the Head Teacher.

Skills and Training

- Willing to complete Level 3 First Aid at work qualification, undertake safeguarding/child protection training, together with any other relevant training, as deemed necessary for the role.
- Ability to prioritise and manage situations under pressure effectively. Able to respond calmly, quickly and willingly to urgent and unexpected requests.
- Excellent interpersonal and communication skills, with the ability to interact with people at all levels, combining confidence and assertiveness in a calm, courteous and professional manner.
- Competent IT skills, including use of word processing, spreadsheets and databases (e.g Word, Excel, Google Docs).
- A professional, adaptable, flexible and proactive attitude. Tact and absolute discretion in dealing with all matters.
- Ensure training courses, as deemed relevant by the Office Manager, are undertaken and kept up to date.

General

The post holder is occasionally expected to provide cover throughout the non-teaching area, as necessary, e.g. in case of sickness

Supervision

Day to day supervision will be carried out by the Office Manager.

Professional Development

Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school

Take part in the school's appraisal procedures

Safeguarding

Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies

Be alert to when persistent absence becomes a safeguarding concern and early help may be required

Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary

Promote the safeguarding of all pupils in the school

Additional Duties: Whilst every effort has been made to set down the main duties and responsibilities of the post, each individual task to be undertaken may not be identified. This job description is current at the date shown, but, in consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title. The post holder will be expected to work flexibly and carry out all duties in compliance with school policies.

Contacts

- There is frequent contact with teaching staff and parents.
- As part of the support staff team there is also regular contact with other non-teaching staff.

- There is also contact with external organisations and suppliers.

Organisation Chart

Principal → PA to Principal → Office Manager → Student Health Care Officer

This job description sets out the main duties associated with the stated purpose of the post. It is assumed that other duties of a similar level/nature undertaken within the section are not excluded because they are not itemised.

The duties of this post could vary from time to time as a result of new legislation, changes in technology or policy and in that case appropriate training may be given to enable the post holder to undertake this new/varied work.

The job description is not exhaustive and the post holder will be expected to undertake any other duties as reasonably requested by the CEO, COO and Principal