

STOWUPLAND HIGH SCHOOL

JOB DESCRIPTION

POST:	MEDICAL NEEDS ADMINISTRATOR
JOB FAMILY:	ADMINISTRATION/FINANCE/BUSINESS MANAGEMENT
GRADE:	Grade 3 (SCP 4 – 6) 37 hours per week, 39 weeks per annum
LINE MANAGER:	SLT Line Manager
JOB PURPOSE:	To work as part of the administration team in order to provide an effective and efficient administration of medical needs across the school

LEVEL DESCRIPTION

All duties will be carried out within recognised procedures or guidelines. The post holder will need to have knowledge of a range of organisation policies and procedures.

May include ad hoc duties, which require some initiative.

Will make day-to-day decisions about own workload, within a clear framework.

There will be some need to interpret information or situations to solve problems.

There may be some need to use analytical, judgemental, creative and developmental skills.

Line Manager is available for direction and guidance.

DUTIES AND RESPONSIBILITIES: -

To provide admin and first aid services to support medical needs, as directed by the Office Manager.

Core Purpose

- To support the ethos and culture of the school as defined by the Principal
- To support student health and wellbeing, ensuring that statutory requirements are met and that the school engages in good practice
- To promote the welfare and inclusion of students and to contribute to their development and achievement through health education
- To maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with students, parents, staff colleagues and visitors to the school
- To maintain absolute confidentiality and exercise discretion with regard to staff/student information and the schools' business at all times

Key duties and responsibilities

First Aid

- Provide first aid support to student or staff members as required;
- Maintain the medical rooms, ordering and storing stock as required;

- Complete a regular, half termly audit of all stock, ordering stock promptly to ensure sufficient supplies are held in order to respond to any first aid /medical need;
- Maintain and publish a log/map of first aid packs available around the school site;
- Regularly update posters of first aid and diabetes trained staff and display in all rooms around the school site;
- Maintain accurate records of all first aid interventions in line with school policy;
- Complete Incident Report and 'Near Miss' forms, as required;
- Liaise with the school's nursing service as required;
- Coordinate the school's immunisation programme, liaising with external services;
- Ensure that permission to administer medication forms are in date and signed by parent/carers;
- Act as the school's Diabetes, Epilepsy Asthma and Allergy champion, completing all relevant training courses;
- Complete level 3 or above First Aid training;

Other areas of responsibility:

- Create, review and update Individual Health Care Plans for students and staff;
- Create, review and update risk assessments for individual students with IHCP's;
- Liaise and support parents/carers to reintegrate students with medical needs back into school;
- Support the administration of alternative provision referrals linked to long term illness/injury;
- Attend professional/external agency meetings for students with medical needs, including mental health where their medical needs are key contributors to the students' attendance and academic progress;
- Communicate any risk assessments and reasonable adjustments required for students with IHCP's;
- Monitor and report to line manager the patterns and trends in first aid deployment;
- Quality assure that the recording process meets statutory recommendations and ensure all statutory recording requirements are met;
- Ensure the communication protocol for deploying first aid responders is clear and robust -regularly monitoring to ensure effectiveness;
- Contribute to whole staff training on first aid and any reasonable adjustments for IHCP's;
- Other items as requested by the Principal or SLT line manager.

Additional duties

- Undertake training required
- Ensure all duties and responsibilities are undertaken in line with the school's and safety policy.
- Contribute to the safety of children and young people and protect them from harm. Form positive professional relationships and work in partnership with colleagues throughout the school and Trust
- Willingly engage with training as required and take responsibility for your own career choices and actively seek CPD opportunities
- Attend meetings where requested
- Support the Admin team as and when required
- Participate in appraisal and the achievement of targets set which will be robust and measurable. Request adequate support to achieve these targets if this is appropriate

- Treat all aspects of the role with the strictest confidentiality
- Be aware of and comply with the policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, referring all concerns to the Designated Safeguarding Lead or Line Manager.

This job description sets out the major duties associated with this post. It is assumed that other duties of a similar level/nature undertaken within the team are not excluded simply because they are not itemised.

Duties of the post could vary from time to time as a result of new legislation, changes in technology or policy; in this event appropriate training will be provided.

Other tasks or projects that may from time to time be notified by Senior Leadership commensurate with the level and grade of this post.

NB:

This job description sets out the major duties associated with the stated purpose of the post. It is assumed that other duties of a similar nature/level undertaken within the school 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 changes; appropriate training may be given to enable the post-holder to undertake this new/varied work.

PERSON SPECIFICATION - MEDICAL NEEDS ADMINISTRATOR

Area	Criteria	Essential	Desirable
Education/Qualifications	Good general education including GCSE grade C English and Mathematics or equivalent	√	
	First aid training (or willingness to complete it)	√	
	Efficient typing and admin skills	√	
	Experience of working in a medical role		√
Knowledge/Experience	Carrying out administrative task	√	
	Experience of working in a school setting		√
	Dealing with face-to-face and telephone interactions.	√	
	Working with children and young people	√	
	Working and collaborating within a team	√	
Skills/Abilities	Good oral and written communication skills	√	
		√	

	<p>Ability to respond quickly and effectively to issues that arise</p> <p>The ability to plan, organise and prioritise to meet deadlines</p> <p>Ability to use own initiative and take action accordingly</p> <p>Excellent attention to detail</p> <p>Ability to use IT packages including word processing spreadsheets</p> <p>Ability to build effective working relationships with colleagues</p> <p>Understanding of data protection and confidentiality</p> <p>Understanding of safeguarding</p>	<p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p>	
Other	<p>Commitment to promoting the ethos and value of the school and getting best outcomes for pupils</p> <p>Ability to work under pressure and prioritise effectively</p> <p>Commitment to maintaining confidentiality at all times</p> <p>Commitment to safeguarding and equality</p> <p>Dealing with difficult situations effectively</p> <p>Good customer service skills</p>	<p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p>	

Stowupland High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

All staff employed at Stowupland are expected to support the culture and ethos of the school as directed by the Headteacher.

All staff, including the Medical Needs Administrator, are expected to accept, abide by, and promote the professional expectations and procedures as outlined in the Staff Handbook, and are expected to adhere to, and actively support, all school policies.