



## **Job Description**

**Job Title:** Student and Staff Services Medical Assistant

**Responsible to:** Office Manager

**Salary Grade:** 4

**Term time only, not including INSET days**

### **Key Purpose:**

To co-ordinate and lead all aspects of medical provision and first-aid within the school

This role will work in partnership with the Pastoral Team in order to provide pastoral, academic and behaviour support. Focusing on the well-being and holistic development of individuals and groups of pupils, the assistant will provide medical and administrative support to staff and students.

A proactive approach to the role will support the school in ensuring an efficient, high impact and first class experience for all members of the school community. Promoting effective communication between home and school will be central to the success of this role.

### **Main Responsibilities:**

1. Provide medical and administrative support to staff and students.
2. Attend to first aid and medical needs throughout the day.
3. Administer prescribed medication to named pupils.
4. Ensure that medication kept in school is up-to-date and is made available for trips
5. Ensure that pupil Care Plans are up to date, shared (where appropriate) and adhered to
6. Reporting of accidents and incidents.
7. Maintenance of medical records
8. Co-ordinating immunisation programmes
9. Arranging school based medical training for staff
10. Provision of confidential health advice for students
11. Provision of support, advice and counsel to pupils.
12. Liaise and communicate with parents as appropriate.
13. Consult, liaise and communicate with external agencies as appropriate, maintaining adequate records.
14. Maintain stock and supplies for first aid

15. Actively promote and model the child protection, safeguarding and anti-radicalisation principles of the school.
16. Ensure confidentiality at all times, adhering to the GDPR, KCSIE and other relevant legal requirements.
17. Assist the Pastoral team in supporting the delivery of any planned intervention for individual pupils.
18. Assist the Pastoral team in monitoring and improving attendance. Registration of pupils outside of tutor and lesson time and updating information on SIMS. Further action may include communication with parents, external stakeholders or formal referral procedures.
19. Prioritise and undertake reprographics for staff and students
20. Maintain reprographics machines and equipment in liaison with engineers.
21. Provide administrative support to staff
22. Occasionally provide second tier supervision of pupils.
23. Occasionally escort and supervise pupils on educational visits and out of school activities.
24. In exceptional circumstances, undertake whole class supervision in the absence of a class teacher.
25. Other duties as deemed appropriate by the Headteacher.

Whilst every effort has been made to explain the accountabilities of this post, each individual task undertaken may not be identified.

This job description is current but, following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job which are commensurate with the salary and job title.