



Post Title	Medical Officer Perm Part Time Term Time only NJC 15-17 pro rata
Reporting to	Vice Principals - Student Support/Safeguarding & SENDCo
Liaising with	Estates Hub Manager, Senior Site Supervisor All staff
Job Purpose:	
<ul style="list-style-type: none">● To promote and maintain the physical, mental, and emotional health and wellbeing of pupils by provided medical expertise, supporting safeguarding processes, and ensuring the school meets its statutory health obligations.● To provide administrative support to the Student Support Services.	
Key Responsibilities: Medical Officer	
<p>The job description will be reviewed regularly with the post holder, to reflect or anticipate changes in the job, commensurate with the salary and area of responsibility.</p> <ul style="list-style-type: none">● To coordinate the operation of the Medical Room ensuring that students have access to assessment and First Aid treatment and that procedures are followed in accordance with guidelines.● To respond to medical incidents and emergencies in school and provide immediate assessment and First Aid treatment arising from accidents, illness and incidents daily.● To arrange for sick students to return home, or call for an ambulance, in consultation with staff, so that school policies are followed.● To maintain a system for recording all students and staff seen and to complete appropriate Health and Safety forms.● To ensure the maintenance of accurate and up-to-date information concerning relevant medical information on the school's management information system.● To order and maintain a system for First Aid supplies for the Medical Room and other faculties with the school, so that stock is always available.● To provide safekeeping of medication in accordance with parental requests if appropriate, and to manage medical conditions and administering medication safely.● To liaise with the Student Support team to ensure students with medical needs are adequately supported.● To ensure that procedures around staff accident reporting are always followed correctly. To maintain a list of all qualified First Aiders in school and arrange training as necessary.● To review and contribute to Individual Health Care plans.● To communicate with the health team in arranging vaccinations and arrange annual staff training.● To assist in developing and reviewing school policies.	
Administrative Support	



- Word processing, spreadsheet production, record keeping and filing as required.
- Production, printing and circulation of reports as required.
- To always maintain confidentiality in respect of school related matters and to prevent disclosure of confidential and sensitive information.

Safeguarding

- Ensure that all students have a safe environment in which they can learn, reporting any concern about the environment to a member of the site team or if appropriate to one of the DSLs.
- Be aware of systems which support safeguarding and following the procedures as highlighted in the Safeguarding Policy.
- Liaise with external agencies where appropriate.
- To identify children who may benefit from early help as soon as possible and discuss this with one of the Designated Safeguarding Leaders.
- Always consider what is in the best interests of the child.
- Protect children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care.
- Take action to enable all children to have the best outcomes.

Other Specific Details / Duties

- To continue personal development as agreed.
- To engage actively in the performance review process.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task to be undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
Employees are expected to adhere to CRST's agreed Code of Conduct.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition
- This job description is current at the date shown but in consultation with the post holder may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title
- This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the duties as set out in the foregoing paragraphs.
- The job description will be reviewed at least once a year, and it may be subjected to modification or amendment at any time after consultation with the holder of the post.