



# West House

INDEPENDENT PREPARATORY SCHOOL FOR BOYS

# Medical and Administration Officer

## West House School

### Application Pack



# The School

## The History of the School

Situated in the leafy oasis of the Calthorpe Estate, West House School has occupied the same site since its foundation in 1895. Since that time, the school has evolved significantly, to become an independent preparatory school for boys aged 4 – 11 years, with a co-educational Early Years setting offering care for children aged from 6 months. West House is a member of The Independent Association of Preparatory Schools and, as such, upholds the requirement to provide a ‘world class education’.

With five acres of beautiful grounds, less than two miles from Birmingham city centre, the school lies at the heart of a thriving community. It is surrounded by many outstanding cultural and recreational facilities. These enrich the lives of all pupils and form an important aspect of educating the whole child.

Pupils and staff alike are guided by the West House Way, a set of values that help pupils develop understanding rather than tolerance, and to recognise the power of hard work, determination and resilience. West House School prides itself on providing a balanced approach to educating pupils for life in the middle of this century, recognising that education is about so much more than a narrow measurement of academic achievement alone. At the heart of the school’s ethos lies the view that children should be allowed to be children and that they are at their most productive when an appreciation of the balance between work and play is achieved.

West House is a non-denominational school. It is divided into three departments – Prep (Years 3-6), Pre-Prep (Years 1 and 2) and the Early Years Foundation Stage (Nursery – Reception). The school employs 80 full-time and part-time academic staff and accommodates approximately 293 pupils.

Pupils are prepared for a wide range of senior schools and standards at 11+ are consistently high, with most Year 6 boys transferring to local grammar schools, King Edward’s School, Birmingham and Solihull School. However, the school aims to provide a balanced education in which music, drama, art and sport play a significant role.

Further details about the school can be found at [www.westhouseprep.com](http://www.westhouseprep.com)



# The role

## Medical and Administration Officer

West House School is seeking a dedicated and caring Medical and Administration Officer to join the staff on a term-time (plus two weeks) basis. This role is responsible for leading the medical and health provision across the School and Nursery. The ideal candidate will be willing and able to carry out First Aid to pupils and staff where necessary and will be the Designated Allergy Lead in the school. In addition, they will be required to manage the school uniform shop, support with school administration and respond to parental enquiries.

The role holder will report to the Bursar.

## Job Description

### First Aid and Medical Care

#### First Aid

The role holder will be required to provide effective first aid and medical support to pupils and staff, ensuring the health, safety and wellbeing of the school community while maintaining accurate medical records and compliance with regulatory requirements.

- Provide first aid care to pupils and staff, assessing needs and responding effectively to emergencies.
- Support pupils with minor medical needs and care for those feeling unwell during the school day.
- Administer prescribed medication in line with parental consent and maintain accurate records.
- Ensure pupils with medical conditions have appropriate care plans, alert cards, and in-date medication.
- Maintain and update accurate pupil medical records (including allergies, intolerances and dietary needs) using the school MIS (Engage).
- Liaise effectively with parents, staff and external health professionals, including the school nurse.
- Communicate health concerns, risk assessments and safeguarding matters to relevant staff.
- Organise and manage medical provision for trips, residentials and sporting events, including supporting risk assessments.
- Coordinate health programmes such as pupil and staff vaccinations and routine screenings (e.g. eye and ear tests).
- Monitor and manage medical supplies, conducting regular audits, replenishing stock (including first aid and auto-injectors) including servicing on site defibrillators.
- Organise staff medical and allergy training, maintaining records of first aid certification and ensuring adequate coverage.
- Support infection control procedures, including issuing health notices, carrying out head lice checks and monitoring allergens in liaison with catering.
- Review medical policies and procedures in line with legislation and best practice.

#### Allergy Management

The role holder will be the Designated Allergy Lead and will be responsible for allergy management throughout the school.

- Lead on allergy management across the school, ensuring the safety, inclusion and wellbeing of pupils and staff.
- Act as the main point of contact for staff, pupils and parents regarding allergy-related concerns and queries.
- Respond effectively to allergic reactions and anaphylaxis, administering medication (e.g. auto-injectors) in line with school procedures.
- Promote and embed strong allergy awareness across the school community.

# The role

- Ensure all staff are appropriately trained in allergy management, understand their responsibilities, and complete relevant risk assessments.
- Maintain accurate and up-to-date records of allergies, intolerances, dietary needs and medication, including an auto-injector register.
- Ensure allergy cards, lanyards, posters and pupil information are accurate, up to date and clearly communicated to staff.
- Oversee the stock and accessibility of spare auto-injectors, ensuring staff are aware of their locations.
- Coordinate with families on allergy information and medication, including monitoring expiry dates and updating records.
- Liaise with the School Nurse on allergy documentation and support for new pupils.
- Record, review and investigate allergic reactions or near-misses, implementing improvements where needed.
- Ensure the Allergy and Anaphylaxis Policy is understood, regularly reviewed and updated, and that annual anaphylaxis training is delivered and recorded.

## Administration

### School Uniform Shop

The role holder will be responsible for coordinating the ordering and sale of school uniform, liaising with suppliers and parents where necessary.

- Assist parents with the purchase of uniform via the school supplier, arranging opportunities during the school term and holidays for pupils to see and try on uniform samples.
- Manage and tidy the uniform room, ensuring stock is accessible and stored safely.
- Distribute uniform orders if delivered to the school.
- Arrange appointments for key points in the summer holidays and other times for pupils to try on, view and order uniform.
- Ensure parents are aware of current uniform prices and requirements.
- Maintain a stock list of uniform, placing orders when stock is low.

### School Administration

The role holder will be required to assist with general school administration, working closely with the Bursar, school receptionists, and the Head's PA.

- Maintain the school's lost property cupboard and a supply of spare uniform and sports kits, assisting with regular collections of lost property, notifications to parents and disposal of unclaimed items.
- Assist with uniform and kit checks to ensure the right items have been purchased and labelled correctly.
- Communicate with parents via Engage on routine matters such as uniform, lost property, health information, attendance checks, school photographs, and any other matters as directed by the Administration Team.
- Assist with the organisation and procedure of school photographs for individual pupils, teams, classes and the whole school photograph, supplying missing uniform where required.
- Organise lockers and storage for pupils during the school holidays, making sure that each child has a locker and they are empty for the start of term.
- Provide occasional cover for the front office, answering the telephone, greeting parents and visitors and dealing with enquiries as required.

## General

- Work effectively as part of a team and to promote the smooth running and efficiency of the support staff team.
- Work within the agreed framework of the school's policies and procedures.

# The role

- Attend staff meetings, staff development and training as appropriate to your position.
- Manage the school's medical supplies budget in liaison with the Bursar, ensuring value for money.
- Carry out such other duties which will enhance the efficiency and effectiveness of the department and the school.
- Liaise with outside agencies as appropriate.
- Keep all information regarding the school, pupils and staff completely confidential at all times.
- Carry out any other tasks as directed by the Bursar.

This job description is not exhaustive. Other task and responsibilities may be allocated as necessary and reasonable from time to time.

## Person Specification

Qualifications (tested at application)	Essential	Desirable
Educated to GCSE level (or equivalent) including Maths and English at grade C or above	✓	
Educated to A level (or equivalent)		✓
First Aid training, or willingness to undertake training at start of employment	✓	
Qualification or training in safeguarding or child protection		✓

Knowledge and Experience (tested at application and interview)	Essential	Desirable
Experience of providing first aid or medical support	✓	
Experience of administering medication safely	✓	
Experience of working in an administrative role	✓	
Knowledge of allergy management and anaphylaxis, including confident use of auto-injectors		✓
Knowledge of UK school health regulations and best practice		✓
Experience in delivering training and guidance to staff (e.g. first aid or allergy awareness)		✓
Experience of coordinating medical provisions for trips, residentials or events		✓
Experience of working in a school or similar educational setting		✓
Strong understanding of safeguarding, health and safety and confidentiality requirements in a school environment		✓
Experience of working with children of varying ages and backgrounds		✓
Understanding of ISI regulations		✓

# The role

<b>Skills and Abilities (tested at application, interview and test)</b>	<b>Essential</b>	<b>Desirable</b>
Ability to remain calm under pressure	✓	
Strong organisational skills, with the ability to multi-task and prioritise effectively	✓	
Excellent communication skills, with a polite and friendly manner	✓	
The ability to work as part of a team or independently, showing initiative	✓	
The ability to respect and maintain confidentiality	✓	
The ability to carry out work with good attention to detail and maintain accurate records	✓	
The ability to form and maintain appropriate relationships and boundaries with young people	✓	
Strong IT skills, including Word, Excel and database/management information system software	✓	

<b>Attitudes and beliefs</b>	<b>Essential</b>	<b>Desirable</b>
High standards of personal and professional integrity	✓	
Commitment to ongoing training and professional development	✓	
Enthusiasm for working in a school to deliver the best environment for education	✓	
Willingness to promote and support the school's aims and ethos	✓	
Willingness to promote and support the school's safeguarding policies and procedures	✓	

# Key terms and how to apply

**Type of position:** Permanent, full-time, term-time only plus two weeks to be worked in school holiday periods according to the requirements of the school.

**Salary:** £23,307.39 - £23,822.66 per annum (actual) according to experience (Grade D, SCP 9-11 on the WHS Support Staff Scale)

**Hours:** Monday to Friday, 37.5 hours per week, 8.00am to 4.00pm with a 30-minute unpaid lunch break. Some flexibility to work at special evening and weekend events and open mornings will be required.

**Holidays:** Entitlement to 22 days of paid annual leave plus bank holidays.

**Benefits:** Eligible for discount on school fees for pupils at West House School Nursery, West House School (for boys) and Edgbaston High School for Girls (subject to normal admissions procedures), eligible to join a Contributory Pension Scheme, free lunch and refreshments, free parking, Employee Assistance Programme including Wider Wallet discount scheme, Bike2Work scheme, enhanced Maternity scheme.

**Start date:** 1<sup>st</sup> September 2026.

## How to apply

Apply by 9.00am on Monday 6<sup>th</sup> July via My New Term: <https://mynewterm.com/school/West-House-School/103575>

If you have any queries about the role, or would like to discuss it in more detail, please contact Jo Ollier, HR Manager, by email: [jollier@westhouseprep.com](mailto:jollier@westhouseprep.com)

*West House School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All successful candidates will be required to undergo all statutory checks including an enhanced DBS check. A copy of the Recruitment, Selection and Disclosure Policy is available on the website.*

*This post involves working with children and is exempt from the Rehabilitation of the Offenders Act 1974 and all subsequent amendments. All convictions, police cautions or "bind overs", including any that would otherwise be considered "spent" under the Act must be disclosed, and will be taken into account in deciding whether to make an appointment.*

