

JOB TITLE : **Medical Room Assistant**

RESPONSIBLE TO : **Assistant Headteacher**

HOURS : **15.5 per week term time only (2 full days per week)**

GRADE : **LL2 Pt 4-5**

Job Purpose:

To provide medical care and welfare to students, staff or visitors of the school together with some administrative duties associated with the post.

Main Duties and Responsibilities:

1.	To provide first line support to the medical room by: <ul style="list-style-type: none"> • Attending to all medical needs ie cleaning wounds, bandaging of limbs • To care of unwell children to include carrying out agreed daily hygiene routines, the administration of medicines by mouth or other medical procedures following appropriate training • Contact parents/carers to collect child from the Medical Room. • Accompany student to hospital if required (eg if taken to hospital by ambulance). 	70%
2.	Record accurate information of children/staff who attend the Medical Room together with reason, time etc. Completing relevant documentation eg accident forms	15%
3.	Liaising with School Nurse, Heads of Year and other student support services within the school re students in their year group.	5%
4.	Assisting Local Authority School Nurse, Education Welfare Officer, and other medical personnel as required.	5%
5.	Keeping School Nurse informed of medical supplies and ordering as necessary.	3%
6.	Undertaking any other duties of a similar level and responsibility as may be required from time to time eg admin tasks/exam invigilation	2%

DIMENSIONS:

Supervisory Management: None

Financial Resources: None

Physical Resources: First Aid Equipment

Other:

CONTEXT: All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Development Plan. This will mean focussing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment.

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Disclosures are handled in accordance with the CRB Code of Practice which can be accessed from the Children and Learning Department, HR Division, or on www.disclosure.gov.uk

This post is classified 'regulated activity' in accordance with the Safeguarding Vulnerable Groups Act 2006. You must register with the Independent Safeguarding Authority, and have your registered status confirmed by Luton Borough Council, in order to undertake this post.

Physical Effort: The job is likely to involve some lifting of children and equipment on a regular basis. Training will be provided.

Working Environment: There could be a frequent requirement to deal with vomit and bodily fluids.

The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service'.

CVs will not be accepted for any posts based in schools.

Medical Room Assistant - Person Specification

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E):- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
Experience	Demonstrable experience of care of young people.	1,2		
Skills/ Abilities	Well organised and able to work to deadlines.	1,2		
	Ability to work on one's own initiative, balance competing priorities and organise a work schedule.	1,2		
	Ability to work as part of a team.	1,2		
	Strong interpersonal and communication skills.	1,2		
	Able to deal/communicate with students, parents, staff and outside agencies in a friendly manner.	1,2		
	Ability to remain calm and controlled under pressure.	1,2		
	Reliable and able to maintain confidentiality.	1,2		
Competencies	Able to demonstrate appropriate motivation to work with young people.	1,2		
	Able to form appropriate relationships with young people.	1,2		
	Emotional resilience in working with challenging behaviours.	1,2		

Equality Issues	A commitment to equal opportunities and an awareness of the way in which discrimination affects the achievement and inclusion of pupils from minority ethnic communities	2		
Specialist Knowledge	IT Literate.	1.2	Knowledge of Microsoft/SIMS packages.	1.2
Education and Training	Medical / First Aid qualification A demonstrable willingness to undertake further training.	4		1.2
Other Requirements	Ability to work flexibly as the work demands.	1.2		

1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Cardinal Newman School's policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (1984 & 1998)

'The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service'