



Job Description

Job Title: Medical Support Assistant
(Grade 5)

Location: Fountains Primary School

Job Description

Job Title	Medical Support Assistant (Special School) GR5
Location:	Fountains Primary School
Hours per week:	20.5 hours
Weeks worked per year:	52 weeks
Reporting to:	Senior Leadership
Salary Scale:	Grade 5 SCP 6 - 9

Main purpose of Role

The postholder will not undertake clinical decision-making and will work strictly within school policies and individual care plans provided by registered health professionals.

The postholder will complete all required training (e.g., medication administration, enteral feeding, emergency protocols) and maintain up-to-date competencies.

The main purpose of this role is to provide high-quality medical, wellbeing, and pastoral support to pupils with a range of additional needs, delivering medical interventions, personal care, wellbeing calls, and lone home visits in line with individual care plans and safeguarding requirements. The postholder will contribute to pupils' safety, health, and access to learning by maintaining accurate records, liaising with families and professionals, supporting SEN provision, and undertaking practical duties such as minibus driving, all while upholding the ethos, policies, and professional standards of the school and Trust.

Main Duties	<ul style="list-style-type: none"> • Assist pupils with additional needs, including those with SEN, autism, and severe learning difficulties. • Administer first aid and medication, following care plans for conditions such as diabetes, allergies, and catheterisation. • Deliver enteral feeds as indicated by dietician care plan. • Monitor pupils with chronic or acute medical conditions and respond appropriately to emergencies. • Maintain accurate medical records, including accident logs and medication administration sheets or controlled drug medication. • Liaise with parents, carers, and healthcare professionals regarding pupils' medical needs. • Ensure first aid boxes and medical supplies are stocked and compliant with regulations. • Update staff on pupils' medical needs and provide training where appropriate.
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	<ul style="list-style-type: none"> • Monitor and maintain First aid training logs and book appropriate courses for staff. • Update, maintain, and regularly review allergy, asthma, and epilepsy care plans to ensure they remain accurate, up to date, and in line with pupils' medical needs. • Support the school in working towards Asthma-Friendly School status by effectively managing, maintaining, and securing asthma-related resources, systems, and documentation. • Maintain confidentiality of all medical and personal information. • Order and maintain first aid supplies and ensure first aid boxes are stocked. • Undertake minibuss driving duties, including transporting pupils safely to and from school activities, in line with school policies and statutory requirements. • Carry out wellbeing calls to parents and carers to check on pupil welfare, offering supportive communication and escalating concerns where appropriate. • Conduct lone home visits to pupils, following school safeguarding procedures, to provide wellbeing support, deliver resources, or liaise with families as directed. • Apply previous experience with medical interventions to support pupils' health needs in line with individual care plans and training, ensuring safe, consistent, and professional practice at all times.
<p>Other General Requirements</p>	<ul style="list-style-type: none"> • Represent and promote the ethos and values of Esteem Multi-Academy Trust • To take and be accountable for all decisions made within the parameters of the job description • Participate with performance management and training and activities that contribute to personal and professional development • Actively promote and act at all times in accordance with the policies of the MAT e.g. Safeguarding, Health and Safety, Equal Opportunities • Provide a high standard of customer service in all dealings internal and external to the MAT

This Job Description is non-exhaustive and sets out the main expectations of the post holder. This Job Description can be altered with the agreement of the postholder and will be reviewed

regularly. 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

The MAT 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.

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Person Specification

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Very good numeracy/literacy skills equivalent to GCSE C and above. • NVQ 2 for Teaching Assistants (or demonstrate equivalent knowledge, skills and experience). • Proficient in word processing and spreadsheet software (e.g., Microsoft Word and Excel), or equivalent experience • Minibus driver status (or willingness to gain this qualification) 	<ul style="list-style-type: none"> • Training in the relevant strategies e.g. literacy and/or in particular curriculum or learning area such as bilingual, sign language, dyslexia, ICT, CACHE, etc. • Paediatric First Aid or First Aid at Work qualification (or willingness to train). • Administering medication qualification/ certificate or equivalent
Experience	<ul style="list-style-type: none"> • Working with children and young people with additional needs • Good understanding of child development, SEN, and barriers to learning. • Ability to use ICT effectively for learning and administration. • Ability to maintain confidentiality and work under own initiative. • Previous experience carrying out medical interventions for pupils 	<ul style="list-style-type: none"> • Working with children with autism or SEN (either paid or unpaid) • Supervising children with autism or SEN (either paid or unpaid) • Moving & handling children • Knowledge of school systems (e.g., ARBOR MIS).

<p>Knowledge & Abilities</p>	<ul style="list-style-type: none"> • Knowledge of managing medical conditions such as diabetes, epilepsy, asthma, allergies, and catheterisation. • Ability to respond to medical emergencies calmly and effectively. • Understanding of relevant policies/codes of practice. • Understanding of principles of child development and learning processes and in particular, barriers to learning. • Effective use of ICT to support learning. • Use of other equipment technology – video, photocopier. • Excellent interpersonal skills to be able to relate well to a wide range of people. • Work constructively as part of a team whilst being able to demonstrate initiative. • Good communication skills. • Customer focused. • Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. • Open, honest and an active listener. • Takes responsibility and accountability. • Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service. 	<ul style="list-style-type: none"> • Experience liaising with healthcare professionals and implementing care plans. • Knowledge of infection control and hygiene procedures. • Familiarity with medical record systems and safeguarding protocols. • A knowledge and understanding of the welfare and social needs of pupils • Awareness of behaviour support • Ability to relate to children and young people with autism and severe learning difficulties in a supportive and sensitive manner
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	<ul style="list-style-type: none"> • Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations • Is committed to the provision and improvement of quality service provision. • Is adaptable to change/embraces and welcomes change. • Acts with pace and urgency being energetic, enthusiastic and decisive. • Communicates effectively. • Has the ability to learn from experiences and challenges. • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills. 	
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Signed: V Broad

Date: December 2025