

Heathside School Walton

Job Description & Person Specification

Job Title	Student support and medical officer	Grade	ElmWey Pay 5
Department	Student Services	Hours	8:00am – 3:30pm M-F
Reports To	Safeguarding Manager	Weeks	38.4

JOB PURPOSE

This role plays a vital part in ensuring the wellbeing and daily support of students, including managing health care plans, minor medical needs, leading first aid, assisting with pastoral care, and providing administrative support to the wider team.

MAIN DUTIES AND RESPONSIBILITIES

First Aid:

- Oversight of first aid provision, ensuring training of first aid staff and liaising with departments, student services, SEND and Catering with regards to supporting with student health plans, contacting parents as required.
- Liaise with SSCO, parents and SEND to ensure up to date healthcare plans are in place for students with medical conditions or requiring medication.
- Maintain supplies of first aid and personal protective equipment according to policies and procedures
- Ensure student medication is stored securely in accordance with prescriptions and policies notifying parents where additional medication is required and arranging the disposal of out-of-date medication.
- Ensure all accidents, injuries and near misses are logged using the online system.

Welfare:

- Act as the first point of contact for students experiencing welfare or wellbeing issues.
- Support students experiencing mental health issues, referring them to appropriate internal or external services as needed.
- Maintain accurate, up-to-date records of all student welfare interventions, in line with safeguarding protocols and GDPR.

Other

- Attend school events as required and assist with the planning of whole school events by ensuring all resourcing requirements are in place i.e. staffing, rooming etc.
- Undertake role assigned in the event of an emergency as detailed in emergency plans and evacuation procedures
- Undertake first aid training and responsibilities as required
- Maintain confidentiality and security of personal data at all times ensuring compliance with the Data Protection Act.
- Carry out any other reasonable duties and/or times of work as may be reasonably required in accordance with the grade and general level of responsibility within the school.
- Follow requests from Senior Management in prompt and efficient manner.
- Contribute to the Trust's culture and development by ensuring that you fulfil your professional responsibilities in relation to financial matters and are carrying out duties effectively.
- Share good practice across the Trust.
- Take responsibility for your own well-being;
- Participate in appropriate induction programmes to support new staff into HR and provide excellent support for those members of staff who are new to a Trust/Academy environment.
- Take responsibility for your own career choices and actively seek CPD opportunities.
- Participate in appraisal and the achievement of objectives set which will be robust and measurable. Request adequate support to achieve these targets if this is appropriate.

Generic Duties relevant to all members of staff

- All staff are expected to be committed to support the trust ethos in everything they do and avoid any action that may detrimental to the interests of the Trust.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust's visions and aims. All staff should act with professional integrity at all times, following the "Code of Conduct".
- As a member of the Trust your role will be based at Heathside Walton-on-Thames. However, you may be asked to work at other academies within the Trust or partner schools.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems. This includes following the procedures as laid out in the Trust's Acceptable Use Policy.
- Employees are required to work in compliance with the Trust's Health & Safety Policies and the Health and Safety at Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust. This means attending training and observing relevant procedures documented in policies, recognised guidance and Risk Assessments.
- ElmWey Learning Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by Trust. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Child Protection Officer.
- This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

The job description and person specification are current at the date issued, but may be updated in consultation with you to meet changes to regulations or circumstances. These would be commensurate with the grade and title of the post.

"This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment"

Person Specification	Essential	Desirable	How Assessed
Experience			
Minimum of 2 years' experience in reception/administration	E		App
Working with people at all levels both internally and externally	E		App/Int
Delivery to tight deadlines	E		App/Int
Skills, knowledge and abilities			
Excellent organisational, interpersonal and IT skills	E		App/Int/Ref
Excellent written and oral communication and presentation skills	E		App/Int
Ability to manage own workload and prioritise tasks	E		App/Int
Ability to work well under pressure to deadlines	E		App/Int
Able to demonstrate decision making skills and to give advice	E		App/Int
Good IT skills, e.g. Excel, Word, Financial software	E		App/Int
Meticulous attention to detail & maintain high level of accuracy	E		App/Int
Able to work on own initiative and under direction	E		App/Int/Ref
Able to evaluate learning needs & seek opportunities to address	E		App/Int
Qualifications and Training			
GCSE English and Maths A-C or equivalent	E		App
First Aid at work certificate or be willing to train		D	App
Personal attributes			
Good interpersonal skills ensuring a warm and friendly welcome	E		Int/Ref
A clear communicator	E		App/Int
Flexible, efficient and highly organised	E		App/Int
Sensitivity and awareness of confidentiality requirements	E		Int
Self-motivated, willing to go the extra mile	E		Int
A team player, willing to support where required	E		Int/Ref

App = Application **Int** = Interview/Test **Ref** = Reference

Employee Name		Line Manager Name	
Employee Signature		Line Manager Signature	
Date		Date	