



Job Description

Location: Clarendon Primary Centre and Clarendon Riverside Centre

Post title: Health & Wellbeing Lead

Contract: Part-time 4 days, 3 days at Clarendon Primary Centre in Hampton and 1 day at Clarendon Riverside Centre in Petersham. This will become a full-time post from September 2027

Flexible working hours will be considered.

Pay Scale: NJC Scale 6 Points 18-20

Salary: £22,034.61 per annum

Hours of duty: 26 per week, 39 weeks per year

Accountable to: Head of Centre, Executive Head and Governors

Core Purpose of the Job:

The Health and Well-being Lead will manage and provide first aid and administer medication as required to all pupils from the Clarendon Primary Centre and Clarendon Riverside Centre and ensure staff are trained in correct procedure for administering medications when Health and Well-being Lead is not available. This role will be responsible for writing and updating all Health Care Plans and provide or arrange training for colleagues in first aid, manual handling or medical procedures as required.

Key responsibilities:

- To attend to minor medical needs of pupils, such as administering plasters, bandages etc as required, and look after pupils who feel ill. To inform the Head of Centre in the event of more serious medical concerns and make the necessary arrangements for parents to be contacted.
- To write and keep up-to-date Health Care Plans for all pupils requiring them
- To ensure that all medication is correctly stored and administered in compliance with all statutory regulations and school policies.
- To monitor pupils' medication and contact parents if nearing expiry date
- To log new medications and medications sent home.
- To provide first aid as required, keeping records appropriately
- To provide supervision for pupils feeling unwell until they are collected or returned to class
- To notify parents of injuries to pupils
- To complete online accident management systems and submissions to RIDDOR as required



- To accompany students, where the need arises, to hospital and remain with them until parents arrive.
- To ensure that all first aid kits and medical supplies are kept correctly stocked
- Collaborating with teaching staff to ensure all medical needs are met on school educational visits.
- To complete the 'Display Screen Equipment Training' and monitor staff usage of computer equipment.
- To write and update personal emergency evacuation plans (PEEPS) for all pupils requiring them.
- To purchase food items for the morning whole school breakfast.
- To support healthy eating across the sites.
- To be responsible for the upkeep of the first aid rooms and hygiene rooms, including nappy bins and washing.
- To arrange or deliver training to colleagues in first aid or specialist medical procedures as required.
- To review and amend the Pupil Intervention Tracker each term.
- To train new staff on medical room procedures.
- To liaise with parents and school staff as appropriate
- To liaise with the other Trust Health and Well-being Leads to support updating the Trust Medical policy.
- To liaise with the Physiotherapist, OT, school nurse and SALT feeding specialist when needed.
- To set up and maintain the Health and Well-being information board.

Other

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Respect individual differences and cultural diversity
- Keep up to date with emails and any other correspondence regarding the school
- Take responsibility for own professional development and growth in line with school development priorities and personal professional needs
- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school Undertake break-time duties and responsibilities.
- Keep records and carry out procedures to satisfy school policies.



Personal Specification

Essential	Desirable	A-APPLICATION FORM I- INTERVIEW
Qualifications and experience		
Willingness to undertake First aid training, which includes Paediatric First aid and First aid at work	Up-to date First-aid training	A
GCSE 4-9 in English and maths, or equivalent		A
Skills and knowledge		
	To be able to assess First Aid problems presented by pupils and staff, taking appropriate action in the event of an emergency and communicating with staff and parents as necessary.	A,I
Understanding of the importance of health and well being for pupils, the need to manage medication correctly and encourage healthy eating.		A, I
The ability to remain calm in stressful situations		A,
Confident in using ICT to record, monitor and present information in a clear, concise manner that is easily understood.		A, I task
Personal Qualities		



Have a high level of communication and interpersonal skills including the ability to communicate with young people and their families		A,I
A commitment to promoting the ethos and values of the school (organisation)		A,I
Commitment to maintaining confidentiality at all times		A,I
Commitment to safeguarding pupils' well-being and equality.		A,I
Willingness to actively participate in the wider life of the school		A,I