

Job Description and Person Specification

DATE	SIGNATURE

Role

Pastoral Healthcare Administrator
Beckfoot Trust
Salary/Grade: Band 8
Reporting to: SENCO

JOB DESCRIPTION

Corporate Responsibilities

- Act as the Lead First Aider, providing effective and efficient medical assistance and organise the implementation of health care plans, working with colleagues and supporting students to achieve top 10% outcomes in a remarkable learning environment
- Ensure probity, propriety and adherence to the Nolan Principles both in your personal conduct and throughout the Trust
- Adhere to the principles of alignment in the One Trust Contract
- Contribute to a culture of relentless improvement, where feedback is a gift
- Lead and uphold an individual and organisational commitment to safeguarding and promoting the well-being of children; being hyper-vigilant in all interactions with pupils and adults and reporting any concerns or suspicions, no matter how small, to the Designated Safeguarding Lead (Pupils) / Headteacher (Staff)
- Comply with all policies, procedures, working practices and regulations, in particular, Child Protection, Equality and Diversity, Health and Safety, Confidentiality, Data Protection, Financial Regulations in line with our Scheme of Delegation
- Be accountable to and carry out any reasonable request from the Headteacher / Line Manager

This is a school-based role that will involve contact with children

Key Duties and Responsibilities

- Act as the Lead First Aider, providing effective and efficient medical assistant to pupils and staff, including the assessment and treatment of minor illness and injury, being responsible for administering appropriate first aid and medical care to pupils and staff in line with the First Aid Policy
- Organise and implement pupil health care plans
- Organise medical training and development for staff as required
- Manage and support the First Aid Team with day to day activities and tasks
- Supervising the schools medical service including medical facilities and school nurse
- Support the implementation of health and well being assemblies where requested to ensure the topic delivered is relevant and up to date
- Keep up to date, written records of all medication administered and procedures followed
- Maintaining details records, as per RIDDOR and Trust reporting systems on medical information and accidents in line with the Trusts Records Management Policy
- Ensure paperwork related to medical needs of pupils and staff are appropriately and securely filed
- Produce data and information as required e.g. accident statistics, to help the schools approach to health and safety and pupil support
- Maintain the register of qualified first aiders in the school
- Collaborate with all relevant staff to ensure that all necessary risk assessment, including individual, staff and pupil are conducted and implemented
- Coordinate the after care for return to school as appropriate, ensuring all relevant parties are informed and systems are kept up to date. Liaise with HR for care plans for staff who have returned after injury.
- Support newly trained staff with medical interventions until they feel confident.
- Play an active role in reviewing and updating relevant risk assessments and policies
- Ensure all medical equipment and medicines are appropriately and securely stored and correctly labelled at all times
- Ensure the safe disposal of all medical waste
- Organise and attend IHP meetings
- Manage IHP and care for pupils with medical conditions, including ensuring these are appropriately developed and implemented, and evaluated.
- Act as point of contact for staff and parents who may be concerned about, or need advice to support, a pupils IHP or medical condition
- Coordinate with staff and external teams, including the school nursing team, to provide appropriate support for pupils with medical conditions or IHPs.
- Ensure the timely implementation of medical arrangements for new pupils or new diagnoses, including altering the District Nursing Team where a student has joined without a care plan so the immediate provision can be put in place
- To oversee and be responsible for the safeguarding (logging and accurate record keeping) and administrating of prescribed medication
- Ensure the MIS is regularly updated with a students care plan so employees are made aware of their need as necessary
- Provide medical information and resources for staff leading educational visits to ensure students care plans are adhered to.
- Coordinate whole school vaccinations
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

JOB DESCRIPTION

- Maintain accurate records using relevant systems in line with policy and records management procedures
- Attend and support meetings and undertake duties as required in line with the school calendar, sharing expertise and supporting others
- Assist with the supervision and welfare of pupils, contributing to effective behaviour management in school
- Contribute to the development of systems and procedures in the department, support the life of the school and work within the overall aims and objectives of the school

Professional Development

- Be committed to own professional development, demonstrating the desire to be better tomorrow than you are today
- Establish and participate in training opportunities, meetings, and networks to support and maintain excellent service delivery and knowledge in role
- Seek feedback and act on it to improve performance within and beyond formal coaching and appraisal opportunities
- Actively engage in the school coaching offer and appraisal process
- Undertake specialist training as necessary for the role

We are committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. All successful staff will undertake an Enhanced Disclosure and Barring Service Check.

The Trust is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Intermediate Fluency Duty Required:

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard. For this role, the post holder is required to meet the Intermediate Threshold Level. The post holder should demonstrate they can: Express themselves fluently and spontaneously with minimum effort and only the requirement to explain difficult concepts may hinder a natural smooth flow of language.

Date: September 2023

This job description is illustrative of the responsibility of the post and not necessarily a comprehensive list of tasks. Post-holders are expected to undertake work in line with the level and pay band of the post determined by the Line Manager. The Job Description will be reviewed with the post-holder in relation to need or on an annual basis through appraisal and whole-Trust review of strategy and effectiveness.

PERSON SPECIFICATION

Pastoral Healthcare Administrator

	Essential Requirements	Desirable Requirements	How Identified
Qualifications	<ul style="list-style-type: none"> 5 GCSEs including English and Maths at Grade A to C (4+) or equivalent e.g., Adult Literacy/Numeracy at level 2. Relevant First Aid qualifications or willingness to train. Evidence of further training/development and/or willingness to participate in further training and development opportunities. 		<ul style="list-style-type: none"> Application
Experience	<ul style="list-style-type: none"> Previous experience in a similar role Experience of working with or caring for children of relevant age Understanding of some of the policies covering their service area e.g., safeguarding 	<ul style="list-style-type: none"> Experience of working and supporting children with SEND/ additional needs 	<ul style="list-style-type: none"> Application Interview
Knowledge, Skills and Ability	<ul style="list-style-type: none"> Ability to relate well and work effectively with children and adults. Ability to support and supervise pupils with a range of needs Ability to work constructively as a part of a team Ability to work proactively and independently Ability to communicate clearly, assertively 	<ul style="list-style-type: none"> Knowledge of relevant policies and guidance and awareness of relevant legislation e.g., manual handling, disposal of waste 	<ul style="list-style-type: none"> Application Interview
Character/ Values	<ul style="list-style-type: none"> High commitment to safeguarding and promoting the welfare of children A belief in education and commitment to high levels of service to make a difference for young people Commitment to the Trust agenda for inclusion, diversity, and equality Driven by values and aligned to the seven principles of public life of selflessness, integrity, objectivity, accountability, openness, honesty, and leadership Humility: a recognition that the more you know, the less you know! Not being afraid to say, 'I don't know' Emotionally intelligent: know when to direct and when to challenge Present a positive perspective; able to listen and show awareness of other's sensitivities; have personal pride and lead by example Understand the importance of work/ life balance Resilient, flexible, and hardworking 	<ul style="list-style-type: none"> Interest in the Trust's wider role in the community 	<ul style="list-style-type: none"> Application Interview

PERSON SPECIFICATION

	Essential Requirements	Desirable Requirements	How Identified
Personal Circumstances	<ul style="list-style-type: none">• Legally entitled to work in the UK• Able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010• Flexible to support out of hours activity on occasion		<ul style="list-style-type: none">• References• Interview