



# Etonbury Academy Application Pack **Medical Officer**





# Welcome to Etonbury Academy

## Our Vision



Etonbury is dedicated to delivering excellence in education. Our staff nurture well rounded, confident and responsible young people of whom we can all be proud. Individuals who have been inspired to achieve more than they ever believed possible. In partnership with families and the community, our goal is to create relevant learning opportunities for pupils- both inside and outside the classroom - that help learners develop knowledge and skills that enable them to become critical thinkers, who are prepared to make meaningful contributions to their local, national and global communities.

We do this by providing a welcoming, happy, safe and supportive environment in which everyone is equal and all achievements are celebrated. All staff members at Etonbury are fully committed to this vision.

## The ETA Way

Everyone is respectful

Together we care

Always Aim Higher



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## INTRODUCTION

Welcome to Etonbury Academy and the Bedfordshire Schools Trust. Thank you for expressing an interest in our current vacancy.

We have collated this application pack to provide you with all the information you should need to enable you to apply for this role.

However, if you would like any further information or would like to make a visit to our academy, please contact:

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# ABOUT ETONBURY ACADEMY

Etonbury Academy is an extended secondary school with over 1150 pupils, located on the edge of the town of Arlesey, close to the Bedfordshire/Hertfordshire border and excellent train links to London. We provide a broad and extensive curriculum for children aged 9 to 18 years, including Sixth Form. **We are delighted to achieve consistently high GCSE results and have just celebrated an outstanding set of A-Level results in our Sixth-Form.**

We are a local school with a global outlook, preparing young people for the future. Our facilities, resources and specialist teaching are second-to-none. So too is our commitment to pastoral care.

This is a place where every child is safe, secure and supported. Every single member of our learning community – students, staff and parents – are part of our success story.

Our younger students join us in Year 5 at Etonbury Juniors, and move up to our secondary school in Year 7. With separate buildings for junior, secondary and Sixth Form, we provide a nurturing environment for all pupils to receive an excellent Etonbury Experience. We know our children, and together we make Etonbury Academy a school to be proud of.

We provide professional development for aspirational staff and access the teaching school, colleges and Apprenticeship Levy to make this happen. Our proven track record gives you every reason to consider Etonbury as the right school for you.

In our most recent Ofsted report (April 2025) inspectors said the following:

*“Etonbury Academy is a welcoming and nurturing place to learn. Pupils enjoy coming to school and attend regularly. They value the warm, supportive relationships they build with staff. This helps them to feel safe, cared for and known as individuals. Pupils behave with great courtesy and respect. They hold doors open, listen carefully to each other in conversations and demonstrate consistently high levels of kindness towards others.”*



# ABOUT BEST

The Bedfordshire Schools Trust (BEST) is a multi-academy trust providing exceptional education across our community of 11 schools and five nurseries.

Since forming in 2016, we have grown significantly into one of the largest single employers in Central Bedfordshire.

We now educate more than 8,000 children across the area, from nursery age to advanced level study, and have over 700 members of staff.

It is our aim to grow the BEST in everyone, and everything we do is driven by our values. We will:

- Always put children first
- Collaborate to support and compete to challenge
- Provide community-based provision
- Have the courage to be compassionate

Our aims can only be achieved if we recruit, retain and develop the highest quality workforce – and we want those we employ to be valued in the workplace.

As a single employer, we are able to offer all our staff a fantastic range of benefits, including an excellent working environment, opportunities for career development and training, and discounts and deals that will help save you money.

Full details can be found in our BEST People staff benefits brochure, available for download from our MyNewTerm careers page, or on our website at

[www.bestacademies.org.uk/jobs](http://www.bestacademies.org.uk/jobs)

A primary-secondary model of education is being established to replace the current three-tier system in Central Bedfordshire, more schools are looking to join us as we seek to grow further, and performance across all key stages continues to improve.



# HOW TO APPLY

We use an application form, rather than asking for CVs, for all vacancies. This ensures all applicants present their information in the same standardised format and tell us only what we need to know.

Apply online via the MyNewTerm website at [www.mynewterm.com](http://www.mynewterm.com) before the closing date.

BEST is an equal opportunities employer and we are committed to encouraging equality, diversity and inclusion among our workforce.

We are committed to safeguarding and promoting the welfare of children. All offers of employment will be subject to satisfactory pre-employment checks and references, including enhanced Disclosure and Barring Service (DBS) clearance.

Strictly no agencies.

**We look forward to receiving your application.**



## JOB DESCRIPTION AND PERSON SPECIFICATION

**JOB TITLE:** Medical Officer  
**BASED AT:** Etonbury Academy  
**RESPONSIBLE TO:** School Business Manager  
**SALARY:** Grade 4a point 11 - 15 (Actual £24,503 to £26,141)  
**HOURS:** 37 hours a week, Term-time only including 5 training days

### JOB PURPOSE:

To co-ordinate first aid, provide medical and general administration support. To liaise with staff, parents and carers, students and outside agencies as required.

To provide effective and efficient medical assistance to students, staff and visitors. Including the assessment and treatment of minor illness and injury. Organise and implement the Supporting Students with Medical Needs Policy. Provide medical training for staff and manage the medical team cover.

### Main duties and responsibilities:

- Act as main First Aider and coordinate support from other First Aiders
- Ensure all First Aiders have all the relevant training
- Maintain a register of First Aiders in line with the policy.
- Maintain records of student health concerns and inform staff as appropriate
- Maintain, record and report medical records accurately, safely and up to date
- Liaison with home, the emergency services, other staff and outside agencies as appropriate
- Provide medical support in line with school policies
- Administer medication to students (incl. prescribed)
- Work with parents of students with health concerns – support to ensure appropriate attendance at lessons and continuance with learning, whilst providing the relevant care
- Ensuring that young people with social, emotional and behavioural needs are supported or sign posted
- Reporting welfare concerns to the Designated Safe-guarding Lead.
- To assist students as necessary, with personal hygiene routines, including toilet training, changing of incontinent/ sick children
- Providing assistance with the physical needs of students requiring this type of support
- Liaise with parents of students with health concerns – to ensure maximum student participation as appropriate
- Provide administration support, including record keeping, organising appointments, minute taking and recording information through the MIS
- Organise training
- Act as the Mental Health First Aider for initial employee support



## Health & Safety, and administration:

- Record attendance to the medical room on the school's database, and identify patterns.
- Complete accident/incident reports using the school's systems
- Produce data to discuss with the School Leadership Team showing patterns, areas of concerns and areas for improvement
- Ensure School Leadership Team are apprised of findings and recommendations arising from accidents
- Ensure Health Care Plans and PEEPS are in place
- Ensure all first-aid kits are prepared for use during all school activities, eg school trips and maintain first aid boxes placed around the school with the appropriate documentation completed
- Responsible for the safe storage, parental consent and doctor's authorised dosage of prescribed drugs, including paracetamol
- Co-ordinate vaccination days and liaise with health professionals
- Training staff and students, including informative assemblies.

## General Administration

- Process orders for medical room stock
- Safe disposal of waste
- Updating relevant information based on filing
- To meet with parents regarding Access Arrangements medical needs and liaise with SEN Team and Exams officers

*BEST is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This position is, therefore, subject to a satisfactory enhanced Disclosure and Barring Service application.*



**PERSONAL SPECIFICATION  
MEDICAL OFFICER**

	Essential	Desirable
Qualifications	<p>A full First Aid at Work certificate or willingness to train immediately on appointment</p> <p>Mental Health First Aider qualification or willingness to train immediately on appointment</p> <p>Educated to GCSE level (or equivalent) with English and Maths at grades A*-C</p>	<p>Advanced First Aid qualification</p> <p>Qualified to pass on training to others.</p> <p>A level / NVQ level 3</p>
Skills and experience	<p>Previous experience of working or volunteering with young people</p> <p>Knowledge of how to appropriately identify and treat minor medical issues.</p> <p>Knowledge of the appropriate handling of emergency medical situations.</p> <p>Awareness of safeguarding and child protections obligations.</p> <p>Computer literacy with the ability to maintain accurate and detailed records.</p>	<p>First Aid or other support role in a school or other youth environment.</p> <p>Understanding of SIMS and the reporting system</p> <p>Management of medicines.</p>
Personal Attributes	<p>Ability to work effectively as a member of a team</p> <p>Ability to work on own initiative</p> <p>Able to demonstrate high standards of integrity, confidentiality and reliability</p> <p>Flexible approach to adapt to changing environment</p> <p>Good communication and interpersonal skills</p> <p>Ability to work and communicate at all levels</p> <p>Willingness to undertake appropriate further training</p> <p>Ability to meet the physical needs of pupils</p>	
Other	<p>Appropriate DBS clearance, references and checks (before the post is taken up)</p> <p>Delivery of First Aid across the site does require good mobility, physical flexibility and physical strength.</p>	

