



JOB DESCRIPTION

TITLE: Medical Welfare Officer

SCHOOL: Manshead Church of England Academy
part of the Dioceses of St. Albans Multi Academy Trust
(DSAMAT)

RESPONSIBLE TO: Deputy Headteacher

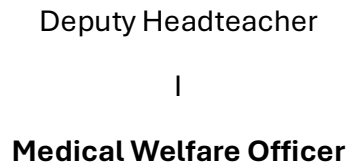
Contract: Permanent – Term Time Only plus 5 days, 37 hours

GRADE: L4a - points 15 to 20

PURPOSE OF POST:

The Student Services Assistant (Medical) provides day-to-day medical oversight and welfare support for students, ensuring care is delivered in a safe, compliant and compassionate manner. The role is responsible for the management of medical records, care plans and communication relating to student health needs, which supports wellbeing, safeguarding and inclusion.

ORGANISATION CHART:



PRINCIPAL RESPONSIBILITIES:

Ethos and Values

- To support and promote the ethos of the school
- To demonstrate compassion, professionalism and respect in all interactions

Medical Oversight & First Aid

Provide first aid and respond to daily medical needs of students across the school

- Assess and respond appropriately to medical issues, escalating concerns where required
- Support emergency procedures and incidents in line with school policies
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To undertake first aid training to give first aid assistance when required Record, review and monitor pupils allergies

Medical Records & Care Plans

- Maintain accurate medical logs, accident records and healthcare documentation
- Ensure Individual Healthcare Plans (IHPs) are up to date, reviewed regularly and communicated appropriately to relevant staff
- Maintain clear, confidential and inspection-ready records

Medication Management

- Manage the secure storage, administration and monitoring of medication in line with school policies and statutory guidance
- Ensure appropriate authorisation and records are in place for all administered medication
- Report and escalate any concerns relating to medication management immediately

Communication & Liaison

- Liaise professionally with parents/carers, pastoral staff, safeguarding teams and the catering team regarding student medical needs including allergies
- Communicate with healthcare professionals and external agencies as appropriate
- Ensure relevant staff are informed of medical needs and adjustments, while maintaining confidentiality
- Support Reception and Student Services with general enquiries from students and parents as required
- Act as a calm, reassuring and professional point of contact for students needing support during the school day

Safeguarding, Confidentiality & Compliance

- Handle all medical and welfare information securely and confidentially
- Be vigilant to safeguarding concerns and follow school safeguarding procedures
- Ensure medical processes support wider safeguarding and student welfare arrangements

Wider Contribution and Flexibility

- Contribute to a positive, supportive and well-organised Student Services team
- Undertake any other reasonable duties requested by the Headteacher or SLT that are commensurate with the nature, responsibilities and grade of the post, particularly where these relate to student welfare, wellbeing or safety

Accountability Statement

The post holder is accountable for the safe, accurate and professional delivery of medical and welfare support within the school, including the maintenance of medical records, adherence to school procedures and the appropriate escalation of concerns.

DIMENSIONS:

Supervisory Management: None

Physical Resources: Medical equipment and office equipment

Other:

Physical Effort: Delivery of First Aid across the site does require good mobility, physical flexibility and physical strength.

Working Environment:

CONTEXT: All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Improvement Plan. This will mean focussing on the needs of colleagues, parents and students and being flexible in a busy pressurised environment.

All staff are expected to participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with their line manager.

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Disclosures are handled in accordance with the DBS Code of Practice which can be accessed from [Direct.gov.uk](https://www.direct.gov.uk)

Person Specification: Medical Welfare Officer

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E) :- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
Qualifications	Full First Aid at Work certificate or willingness to successfully obtain within the first 3 months.	1,2,4	Qualified to pass on training to others.	1,2,4
Experience	Experience of working in a similar role or environment.	1,2	First Aid or other medical support role in a school or other youth environment. Management of medicines. Risk assessment techniques.	1,2,4 1,2 1,2
Skills / Abilities	Able to communicate effectively with young people - able to empathise, counsel and comfort.	1,2		

	Able to obtain, receive, read and complete written records and forms appropriately, including manual and electronic monitoring systems. Able to dispense medication and controlled drugs, monitor, record, order working within the medication policy of the school. Able to use own initiative when reporting concerns and acting on them. Able to converse with ease with members of the public and provide effective help or advice in accurate and fluent spoken English. Strong organisational skills	1,2,3 1,2 1,2 1,2, 3 1, 2, 3		
Aptitude and Motivation	Supportive, firm but fair and engaging manner with students.	1,2		

	Prepared to take ownership of issues and enforce standards with others. Able to work with minimal direct supervision. Able to work as part of, and contribute to, a whole-school multi-disciplinary team.	1,2 1,2 1,2		
Competencies	Able to demonstrate: Appropriate motivation to work with young people ability to form appropriate relationships with young people emotional resilience in working with challenging behaviours appropriate attitudes to use of authority and maintaining discipline.	1,2 1,2 1,2 1,2		

Equality Issues	Able to identify when discrimination is taking place in service delivery or in the workplace and to take appropriate action where this is identified.	1,2		
Physical	Delivery of First Aid across the site	1,2		
Other Requirements	Willingness to adjust working arrangements to meet day-to-day service demands which may including attendance at meetings and other occasional events which may take place out of core working hours. Have an understanding of Health and Safety.	1,2 1,2		

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that school policies are reflected in all aspects of his / her work, in particular those relating to;

1. Equal Opportunities, 2. Health and Safety, 3. Data Protection Act (1984 & 1998, 4.Code of Conduct.

‘The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service’.

‘CVs will not be accepted for any posts based in schools.’