



**TAPESTRY  
LEARNING  
PARTNERSHIP**

JOB OPPORTUNITY

## Medical Officer

**City of Derby Academy, Sinfin, Derby**

Permanent

37 hours per week, 39 weeks per year

Pay Scale 3: £22,386 - £22,736 pro rata (£25,917 - £26,322 FTE)

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At Tapestry Learning Partnership, we believe in the power of education to change lives. Formed in January 2026 through the merger of two strong trusts, QEGSMAT and Djanogly Learning Trust, we are building a future where every child succeeds and flourishes. Now, we are seeking a dedicated and caring Medical Officer to take a leading role in the running of the Medical Room at City of Derby Academy. This is an exciting opportunity for someone who is passionate about student welfare and committed to supporting young people to thrive.

### About the Role

At City of Derby Academy, our Medical Officer plays an essential role in supporting student wellbeing and creating a school environment where every young person feels safe, cared for and ready to learn. This is an exciting opportunity to make a meaningful difference every day, providing calm, compassionate and highly organised care at the heart of our school community.

As our Medical Officer, you will:

- Lead the daily operation of the Medical Room, ensuring it remains a welcoming, well-organised and reassuring space for students who feel unwell or require support.
- Maintain and manage first aid supplies, ensuring stock levels are monitored, equipment is up to date, and resources are always ready when needed.
- Oversee the safe coordination of student medication, ensuring all processes are followed with precision and care.
- Uphold rigorous standards of medication storage and record-keeping, ensuring compliance, accuracy and student safety at all times.

### Who We're Looking For

We're seeking someone who is compassionate, highly organised and confident, with a genuine commitment to supporting the health and wellbeing of our students at City of Derby Academy. You'll bring strong skills in administering first aid to young people, remain calm and reassuring under pressure, and be able to manage a busy medical room with professionalism, accuracy and care.

### About City of Derby Academy

Serving a wonderfully diverse community with over 40 home languages, our vision is simple yet powerful, *'improving the life chances of all students'*. We offer a rich and ambitious curriculum, strong pastoral care, and exceptional enrichment opportunities, including trips, activities, and a thriving Combined Cadet Force contingent.

Our students are supported to develop both academically and personally, gaining the knowledge, skills and character they need for the next stage of their education, employment or training.

City of Derby Academy is a school where:

- Diversity is celebrated and inclusion is at the heart of everything we do
- Students feel safe, happy and supported
- High expectations drive achievement for all
- Relationships between staff and students are strong and respectful
- Staff wellbeing is valued, and colleagues enjoy working here

## Why Join Tapestry?

As part of our Trust, you'll benefit from:

- A supportive network of professionals who share your commitment to excellence
- High-quality professional development and career progression opportunities
- A caring, inclusive organisation that values staff wellbeing and work-life balance
- Access to a range of employee benefits designed to promote health and wellbeing

This is your chance to be part of something special. Help us shape the future and make a lasting impact.

Tapestry Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is a criminal offence to engage or seek to engage in regulated activity or regulated work with children, if you appear on the DBS barred list. All appointments are subject to an Enhanced DBS check and be eligible to work in the UK.

Further information about our commitment to Safeguarding can be found at: [Tapestry Learning Partnership](#)

Please be aware, the Trust may also consider performing an online presence check as part of their pre-employment checks.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare any cautions, convictions, reprimands and final warnings that are not protected (i.e. that are not filtered out) as defined by the rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).

If you are interested and wish to have an informal conversation to discuss the role or would like to visit the school, we would be happy to arrange this. Please call 01332 270450.

Further details about our school can be found on our website: [Home - City of Derby Academy](#)

To apply for this position, please visit our careers page via our website: [Tapestry Learning Partnership](#)

**Closing date for applications:** Monday 1st June, 8am

**Interview date:**

**Potential Start date:**

# JOB DESCRIPTION

<b>Post Title:</b>	Medical Officer
<b>Reporting to:</b>	SLT
<b>Grade:</b>	Scale 3
<b>Disclosure Level:</b>	Child Workforce - Enhanced, Children's Barred List

## Purpose of the Post

To oversee the running of the Medical Room within the School, engage with all relevant stakeholders and ensure that the health and medical needs of the students are dealt with appropriately.

## Key Duties and Responsibilities

### Main Duties

- Administer first aid as appropriate.
- Complete accident forms and relevant records relating to duties of the post as required.
- Ensure the school has sufficient first aid supplies at all times which are appropriately located across the school in accordance with Health and Safety guidance.
- Oversee students self-administering medicine in line with school policy.
- Liaise with parents, feeder schools and other appropriate stakeholders, including at meetings, regarding first aid/medical issues.
- Provide general administrative support as required.
- Oversee the recording, updating and sharing of medical data for students, using any software that we have.
- Working with Pastoral team regarding medical issues with students.
- Contact parents/carers regarding the health of students.
- Working with NHS when year groups are due vaccinations, collecting consent forms and contacting parents for outstanding ones.

### The post holder is expected to:

- Maintain strict confidentiality and adhere to data protection legislation and associated Trust policies at all times.
- Demonstrate a clear understanding of, and commitment to, safeguarding and child protection, maintaining an awareness of relevant procedures and responsibilities.
- Comply with the Trust's Health and Safety Policy and ensure safe working practices in the performance of all duties.
- Uphold and promote the principals of the Trust's Equal Opportunities Policy in all aspects of the role.
- Adhere to all other relevant Trust and school policies and procedures.
- Undertake any training and professional development necessary to effectively carry out the duties of the post.
- Perform any other reasonable duties commensurate with the level and responsibilities of the role, as required by the Trust.

# Person Specification



Post requirements	Essential	Desirable	Evidence and Assessment
<b>Qualifications</b>			
Good numeracy, literacy and ICT skills	✓		Application form, certificates
First Aid	✓		Application form, certificates
Administering of medicine qualification		✓	Application form, certificates
<b>Knowledge and experience</b>			
Experience of providing a first aid service	✓		Application form, interview
Experience of record keeping & stock control	✓		Application form, interview
Experience of working with young people		✓	Application form, interview
Health & Safety Procedures	✓		Application form, interview
First Aid provision within a school environment	✓		Application form, interview
<b>Personal skills and qualities</b>			
Systematic and practical with strong organisational skills	✓		Application form, interview
Effective communication skills	✓		Application form, interview
Ability to work as part of a team or independently	✓		Application form, interview
Flexible, innovative and willing to embrace new ideas	✓		Application form, interview
Enthusiastic and self-motivated	✓		Application form, interview
Willing to develop through appropriate CPD opportunities	✓		Application form, interview
Ability to develop and maintain effective working relationships within differing contexts	✓		Application form, interview