

# St Alban's Catholic High School



*“Love God, Love Our Neighbour, Love Learning”*

## STUDENT SERVICES ASSISTANT (MEDICAL)

### Job Description

St Alban's Catholic High School strives to provide an excellent education for our students within a caring Christian community where all are respected, valued and supported to achieve their potential. We aim to inspire everyone with the strength and purpose to begin the journey of learning for life and to prepare our students to lead by their example in the modern world.

<b>Suffolk Grade</b>	03 subject to bar
<b>Grade Boundaries</b>	£26,403 - £28,142 FTE (pro-rata)
<b>Weeks Worked</b>	39 weeks per year
<b>Contracted Hours</b>	30 Hours per week
<b>Reports to</b>	Assistant Headteacher

### Job role

The Student Services Assistant (Medical) provides day-to-day medical oversight and welfare support for students in Years 7–13, 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, contributing to a well-organised Student Services function that supports wellbeing, safeguarding and inclusion.

### Key Responsibilities

#### Ethos and Values

- To support and promote the Catholic 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
- To undertake first aid training to give first aid assistance when required

### **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 and safeguarding teams regarding student medical needs
- Communicate with healthcare professionals and external agencies as appropriate
- Ensure relevant staff are informed of medical needs and adjustments, while maintaining confidentiality

### **Student Services & Front-Facing Support**

- 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.

## Person Specification

### Essential

- Experience working with children or young people in a medical, welfare or support role
- Strong organisational and record-keeping skills
- Ability to remain calm and effective under pressure
- Ability to handle sensitive information securely and confidentially
- Strong communication and interpersonal skills
- Professional, discreet and approachable manner
- Commitment to safeguarding and promoting student welfare
- Excellent attendance and reliability
- Willingness to undertake and maintain First Aid training

### Desirable

- First Aid qualification
- Experience working in a school or educational setting
- Experience liaising with healthcare professionals or external agencies

### Safeguarding

All staff and volunteers are expected to be committed to safeguarding, equality and promoting the welfare of children and young people.

The post holder must ensure awareness of local safeguarding policies and procedures and report any concerns or information received as required.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

This is a public facing role and the post holder must speak fluent English.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Assistant Headteacher to carry out additional duties within the context of the job, skills and grade.

Signed	
Post holder:	Headteacher:
Name in capitals:	Name in capitals: S Corless
Date:	Date: