

## School Medical Officer

<b>Job Title:</b>	School Medical Officer - 2 days per week
<b>Reporting To:</b>	Assistant Headteacher (Pastoral)
<b>Salary:</b>	Bucks Pay Range 3 - 4
<b>Tenure</b>	Permanent, Part-Time
<b>Hours</b>	Thursday 8.30am – 3.30pm Friday 8.30am – 3.30pm (including 30 minutes unpaid lunch daily)

Paid working hours per week	13
Working weeks per annum	39
Holiday entitlement per annum	5.1
Paid weeks per annum	44.1
FTE	0.30
Notice period	2 months

### Job Purpose

Responsibility for the welfare of our students as part of the Student Services team. This is a front of house role where you will support students with day to day issues, including first line first aid support and ensuring all matters relating to the welfare and medical needs of students are carried out according to their personal health care plans, Borough regulations and current legislation. Assist with administration tasks and cover student services reception at key points in the day.

### Responsibilities

- Provide a high quality of care to students needing support in student services
- Provide basic First Aid/medical assistance to all students (and staff) and notify the correct staff member and/or parents as appropriate
- In the event of more serious accidents inform senior staff, parents and request an ambulance if required
- Accompany students to hospital if necessary and ensure that a full written account of the incident is recorded and a copy of all necessary documentation is passed to Estates Manager for recording on the online system
- Coordinate vaccination programmes and general medical examinations, preparing lists of the students to receive attention including all relevant details that are required by school clinics and other appropriate agencies
- Maintain a daily record of all medical incidents and of all students who require medical treatment by completing the accident book and informing the Estates Manager to record it on our online system, ensuring it is correctly coded with reference to RIDDOR
- Liaise with Personnel in any cases of staff long term sickness resulting from an accident at work
- Maintain an up-to-date record of the medical details of all students and ensure that medical forms are fully completed by the parent/s of any new students to the school and if necessary follow-up for further

details

- Inform relevant members of staff of students medical conditions e.g. P.E. Department/ SENCO
- Complete new students assessments and inform relevant staff of medical conditions (during the first week of the Summer holidays). Update all new assessments onto the spreadsheet and share with relevant staff
- Control and monitor medications prescribed to students and ensure that medicines are stored securely, completing appropriate paperwork and records. Return expired/out of date medication to parents/carers
- Check first aid equipment is in good order and maintain stock of medical supplies, including First Aid boxes as necessary
- Ensure all medical room equipment and materials are clean, tidy and stored correctly
- Preparing student care plans in consultation with parents. Communicate with parents by letter or telephone on medical issues, e.g.
  - - Informing parents of forthcoming medical inspections, vaccinations etc
  - - Informing parents when a student is unwell and requires collection from school
  - - As directed by the Headteacher informing of infectious diseases
- Liaise with relevant stakeholders as required (School Counsellor, Outreach Worker, other outside agencies and key staff) concerning the welfare of students
- Assist staff who wish to refer students with health and social problems and keep staff and Curriculum Leads informed of any problems
- Issue medical and toilet passes once medical documentation has been received
- Arrange first aid courses, Epipen training and relevant refresher courses, including maintaining an up to date list of staff
- Analyse the accident report book on a monthly basis and prepare a summary report for the Estates Manager and Business Manager
- Support with students' personal hygiene needs as required
- Collect and sort lost property
- Meet with students and their parent/s or carer/s when a PEEP is required and attend planned meetings where poor absence is linked to medical conditions

#### Other Duties

- Cover student services reception at key times
- Carry out necessary tasks whilst on student reception for the smooth running of the school including answering and forwarding calls and greeting visitors
- Carry out tasks to support the wider Student Services and Attendance Team including signing in late students and assisting with general administration tasks as and when needed
- Operate Student Services and deal with queries from students, staff, parents and visitors regarding student timetables, rooms and other requests
- Any other reasonable duties as requested by the Headteacher or Deputy Headteacher

#### Personal and Professional Standards

- To be committed to safeguarding and promoting the welfare of students
- To support the clearly-defined visions and values of the school
- To set a good example in terms of professional dress and appearance, punctuality and attendance
- As a consequence of the performance development review (PDR) cycle for support staff, to take responsibility for personal continued professional development, making full use of the school's CPD opportunities and training
- To attend team and staff meetings as appropriate, contributing actively whenever possible
- To provide courteous, prompt and polite service to all members of the school's community including families, students, all staff and visitors
- To contribute actively to the Academy's mission statement by forming positive relationships within the school community and working collaboratively and in good humour with other colleagues as appropriate or when directed
- To be aware of and comply with all relevant policies and procedures within the Academy, particularly

those relating to child protection, equality, health and safety, bullying, behaviour and confidentiality. It is the duty of all colleagues to report breaches of Academy policies or procedures to the Headteacher

### General Requirements

- To participate in the Academy's performance appraisal system
- To promote the school's policy on behaviour for learning, and a commitment to providing a caring and stimulating environment for improving standards for all students within the school.
- To undertake such other duties as reasonably correspond to the general character of the post. This job description is designed to complement your terms and conditions of employment as set out in your Contract of Employment.
- The Postholder must be prepared to carry out additional duties, which may reasonably be required by the Headteacher. The duties of this post may vary from time to time, as required by the Headteacher, without changing the general character of the role or the level of responsibility.

*The Misbourne is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.*

*The post holder is deemed to be in a position of trust and maintenance of satisfactory DBS and DFE clearance is essential.*

<b>Headteacher:</b>	<b>Candidate:</b>
Signature:	Signature:
Name:	Name:
Date:	Date:

# Person Specification – School Medical Officer

## Evidence Key

A = Application

I = Interview

T = Task

R = Reference

Criteria	Essential / Desirable	Evidenced by A, I, T, R
<b>Qualifications</b>		
Able to demonstrate a good level of general education to GCSE standard in Mathematics and English or equivalent	E	A, I
Advanced IT skills in MS Office and Google Suite	D	A, I
First Aid at work 3 day (or willingness to renew expired certificate)	E	A, I
NVQ 3 or equivalent or willingness to train	D	A, I
<b>Experience</b>		
Previous experience of working as a school Medical Officer	D	A, I
Previous experience of working with children and families	D	A, I
Previous experience of working in a medical environment	D	A, I
<b>Professional Knowledge, Abilities &amp; Skills</b>		
Appropriate level of data protection, security awareness and confidentiality awareness	E	A, I
Experience of using IT systems eg word processing and excel	E	A, I
<b>Skills</b>		
Ability to act and work on own initiative	E	A, I
Able to demonstrate excellent communication skills both oral and written	E	A, I
Ability to develop and maintain effective administration and support systems	E	A, I
Ability to complete tasks and projects on time and to a high standard	E	A, I
Ability to work under pressure	E	A, I
Ability to prioritise and manage own and others' workloads	E	A, I
Able to ensure that internal policies and procedures are complied with	E	A, I
<b>Personal qualities</b>		
Able to adapt to changing demands of the role	E	A, I

Personally well organised	E	A, I
Ability to work as part of a multidisciplinary team and establish good working relationships at all levels	E	A, I
Willingness to work flexibly	E	A, I
Is courteous and effective when dealing with people, exchanges information in a tactful and diplomatic manner, able to communicate effectively at all levels	E	A, I