



Job Description

Job Title: Health Officer – Part Time (Job Share)
Reports to: Head of Welfare

Job Purpose:

To promote and safeguard the health of pupils during school hours by:

- being available to assess injuries and illness and treat minor ailments;
- attending general and emergency first aid situations;
- liaising with teaching staff, support staff and parents regarding pupils with particular needs;
- liaising with the Head of Welfare if concerned about the health of a pupil during school hours;
- with the help of the Senior Management Team, arranging for a member of staff to accompany pupil to hospital if required and staying with them until the arrival of a parent or guardian.

Specific Responsibilities:

- Attend to pupils who take ill or suffer injuries during the day.
- Communicate with parents, regarding illness and injuries as appropriate.
- Dispense certain non-prescription medicines for minor ailments and administering prescription medicines on the written instructions of parents or the pupil's General Practitioner and in accordance with the school policies
- Be responsible for the inputting of new health data and updating of current health data into the school's information systems, working with the school's Information Department.
- Arrange appointments and transport for pupils to other medical facilities.
- Check and maintain all first aid equipment throughout the Senior school on a termly basis.
- Manage and re-stock first aid kits for sports, expeditions and trips.
- Maintain medical stocks.
- Acquire knowledge by attending training courses and seminars to maintain a safe and healthy environment for all members of the school.
- Assist the Head of Welfare in the preparation and review of the school's medical policies.
- Co-Ordinate and assist the Senior Management Team/Head of Welfare with investigations and maintain comprehensive notes and records in relation to incidents/accidents on the school's electronic databases and/or on paper forms as appropriate.
- Inform the Head of Welfare and/or the Bursar immediately of any significant incidents/accidents.
- Compile a weekly summary of accidents and medical incidents and provide to the Head of Welfare for the Senior Management Team and Health & Safety Committee review.
- Identify any patterns in terms of accidents or medical incidents and alert the Head of Welfare / Assistant Bursar.
- Compile information for the Assistant Bursar who will produce reports for Health & Safety Committee and other governing body meetings as required.
- Organise and manage the Community School Nurses in organising vaccinations.

Norwich School

Health Officer



Safeguarding:

- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- Understand and implement the Child Protection Policies of the school and attend related training.
- Promote and safeguard the welfare of children and young people and ensure that all staff and volunteers share this commitment.

Other

- Participate in training and other learning activities as required; and in the Performance Appraisal and Development Review process.
- Undertakes other similar duties and activities that fall within the band and role; and any other duties as may be reasonably required by the Head of Welfare, the Bursar or the Head.

The post holder is responsible for promoting and safeguarding the welfare of children and young people at Norwich School. Familiarisation with, and adherence to, the school Safeguarding Policies and any associated guidance is essential as is participation in related mandatory and statutory training. The post holder must ensure that they understand this clause and act in accordance with the information contained within it.

It is the duty of all employees to ensure that a safe working environment and safe working practices are maintained at all times and to attend mandatory/statutory Health & Safety training provided by the school.

Norwich School Health Officer



PERSON SPECIFICATION

	Essential	Desirable
Education and Qualifications		
First Aid at Work qualified	x	
Experience		
Worked in an educational environment or school		x
Worked with children		x
Experience of dealing with sports injuries		x
Experience working with management information system		x
Experience working in an administrative capacity		x
Basic skills and competencies		
Understand and comply with Child Protection procedures	x	
First Aid skills	x	
Able to confidently communicate with pupils, staff and parents	x	
Excellent administration skills	x	
Counselling and listening skills		x
IT literacy in Microsoft Office applications	x	
Organisation and time management skills	x	
Personal Qualities		
Patience	x	
Kind and caring manner	x	
Loyalty and discretion	x	
Flexibility	x	
Willingness to participate in the wider aspects of school life		x
Team player	x	
Sense of humour	x	
Calm under pressure	x	



SALARY AND BENEFITS

Working Pattern and Salary

This is a permanent, part time position. The working hours are 15 hours per week, Monday and Tuesday from 8am to 4:30pm, with an unpaid hour for lunch, during term time only. The salary for this post is £9,967 per annum.

Flexibility in working hours and pattern is required to meet the changing needs of the school.

Pension

Subject to meeting the qualifying conditions, support staff are eligible for the Aegon pension scheme. The school will contribute 8% if the staff contributes a minimum of 4% of their salary into the scheme. Please note that this is a defined-contribution pension scheme.

Healthcare

Staff may benefit from the school's private healthcare plans. To join, a full-time member of staff has to contribute £100 per annum. The spouse and dependent children may also join the scheme at the prevailing corporate rate.

Lunch

Staff may enjoy a complimentary lunch in the school's Refectory during term-time.

Salary Sacrifice Schemes

Norwich School offers the Cycle to Work scheme.

NOTE: Please note that Norwich School is located in the centre of Norwich with very limited parking. The successful candidate may apply for a parking space but success will be dependent on availability and on meeting the school's criteria for awarding parking spaces. However, the school is well served by public transport systems. Bus stops are located just outside the Cathedral gates and there are frequent services for the various Park 'n' Ride car parks as well as for other parts of the city and county. The Norwich mainline train station is only 5-10 minutes' walk from the school.