

# St Augustine Academy

## Job Description



<b>Job Title:</b>	Medical Lead	<b>Reporting to:</b>	Finance & Operations Manager
<b>Department:</b>	Operations	<b>Grade and Range:</b>	WAT Grade E pts. 10 - 14

<b>Purpose and Context:</b>	To provide a comprehensive medical and welfare service to the Academy, including the provision of first aid and medical support to students.
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• To provide first line medical assistance to students and staff by recording accurately, assessing and taking appropriate action.</li> <li>• To prioritise health problems and intervene appropriately, including the initiation of effective emergency care and accompany students, should the need arise to hospital and remain with them until parents arrive.</li> <li>• To manage prescribed medication, which is taken by students during the school day, in a safe manner and to be responsible for administering said medication, ensuring that parental consent is obtained and recorded.</li> <li>• To implement Individual Health Care Plans.</li> <li>• To assume responsibility for inputting and updating student medical information to the MIS system.</li> <li>• To take ownership of/contribute to all medical and student wellbeing policies.</li> <li>• To review and keep up-to-date the Academy's First Aid Training Procedure and organise training or re-training for the relevant members of staff. This includes the organisation or delivery of specialised training for use of Epi Pens and Automated External Defibrillator.</li> <li>• To co-ordinate all Government led immunisations for students.</li> <li>• To carry out stock audits of all first aid kits throughout the Academy (including those used for trips) and ensure they are replenished. Ensure all in good working order.</li> <li>• To keep up-to-date with health education and health promotion.</li> <li>• To keep the medical room clean and tidy.</li> </ul> <p><b>Administration and Basic IT</b></p> <ul style="list-style-type: none"> <li>• Use basic office systems as required, such as: <ul style="list-style-type: none"> <li>○ Email</li> <li>○ Microsoft Word</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Microsoft Excel</li> <li>○ Online booking schedules / calendars</li> </ul>
<b>Culture and Ethos</b>	<p>To promote the Woodard Christian Ethos that embraces all faiths and none</p> <p>To be alert to the health and safety of the working environment and to advise the line manager of any health and safety concerns.</p>
<b>General</b>	To carry out any other duties as may reasonably be required by the Principal.

All staff are expected to;

- Promote the Woodard Christian ethos that embraces all faiths and none
- Take responsibility for their own professional development and support that of colleagues where appropriate
- Engage in the academy appraisal process and support colleagues in achieving their own targets where appropriate
- Have regard to guidance on keeping children safe in education
- Follow Trust policy and procedures
- Observe health and safety requirements and play their part in ensuring a safe working environment

This job description may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations in relation to the post holder's responsibilities.

**All staff have an entitlement** to high-quality induction and continuing support and development. All staff will have opportunities to discuss their professional needs, both through performance management and through other professional dialogues.

**Safeguarding Statement**  
The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake an Enhanced DBS check and/or a Barred List check. Management posts will be subject to a Section 128 clearance.

**Equal Opportunities**  
The Trust is committed to equality of opportunity. We positively welcome applications from all sections of the community.

Signed: ..... Date: .....

Signed: ..... (Principal)

<b>Medical Lead</b>		
<b>A</b>	<b>Education and Qualifications</b>	<b>Essential or Desirable</b>
1	GCSE (or equivalent) passes in English and Mathematics	D
2	First Aid training	D
<b>B</b>	<b>Experience and knowledge</b>	<b>Essential or Desirable</b>
1	Experience of working in an educational setting	D
2	Understanding of the role of a Medical Lead	E
3	Provision of basic First Aid	E
4	Working with children or young people	E
5	Working in a medical and welfare environment	E
6	Working in an administration capacity	E
<b>C</b>	<b>Skills and abilities</b>	<b>Essential or Desirable</b>
1	Knowledge of procedures for medical welfare and First Aid	E
2	Excellent verbal and written communication skills, for communicating with students/Staff/Parents/Carers /Health Professionals.	E
3	Confident and capable of remaining calm in an emergency situation.	E
4	Able to deal with medical issues which require a high level of sensitivity and confidentiality.	E
<b>E</b>	<b>Personal qualities</b>	<b>Essential or Desirable</b>
1	High professional and personal standards	E
2	Child centred humane attitude to use of authority & maintaining discipline.	E
3	Emotional resilience to working in a challenging environment	E
4	Integrity and drive	E
5	Ability to establish good working relationships with all relevant stakeholders	E
6	High levels of tact, diplomacy, sensitivity and understanding	E
7	An understanding of child protection and safeguarding in educational establishments	E
8	May be required to work outside of normal school hours on occasion, with due notice.	E