



Pix Brook Academy Application Pack

Student Welfare Officer (Medical)





CONTENTS

1. Introduction
2. About BEST
3. About Pix Brook Academy
4. How to Apply
5. Job Description
6. Person Specification

www.bestacademies.org.uk



INTRODUCTION

Welcome to Pix Brook Academy and the Bedfordshire Schools Trust. Thank you for expressing an interest in our current vacancy.

We have collated this application pack to provide you with all the information you should need to enable you to apply for this role.

However, if you would like any further information or would like to make a visit to our Academy, please contact:

Helen Fordham

HR Assistant

pixbrook@bestacademies.org.uk

Tel: 01462 416243

Pix Brook Academy

Arlesey Road, Stotfold, Bedfordshire SG5 4HB

www.pixbrookacademy.co.uk



ABOUT BEST

The Bedfordshire Schools Trust (BEST) is a multi-academy trust providing exceptional education across our community of 11 schools and five nurseries.

Since forming in 2016, we have grown significantly into one of the largest trusts in the county. We now educate 8,000 children across the area, from nursery age to advanced level study, and have over 1,000 members of staff.

It is our aim to grow the BEST in everyone, and everything we do is driven by our values.

We will:

- Always put children first
- Collaborate to support and compete to challenge
- Provide community-based provision
- Have the courage to be compassionate

Our aims can only be achieved if we recruit, retain and develop the highest quality workforce – and we want those we employ to be valued in the workplace.

As a single employer, we are able to offer all our staff a fantastic range of benefits, including an excellent working environment, opportunities for career development and training, and discounts and deals that will help save you money.

Full details can be found in our BEST People staff benefits brochure, available for download from our MyNewTerm careers page, or on our website at www.bestacademies.org.uk/jobs

The formative years of BEST have been a real success story – and we are looking forward to an exciting future, too.



ABOUT PIX BROOK ACADEMY

Pix Brook Academy is an extended secondary school with approximately 1000 pupils located on the edge of the town of Stotfold.

We opened as a new free school in September 2019, and currently have cohorts from Year 5 up to Year 11. At our core is the moral purpose to educate the socially responsible citizens of the future.

Working at Pix Brook Academy is an unprecedented opportunity to be involved in a genuinely exciting and innovative growth programme and have real influence and input into shaping the future development and success of this creative and rural community school.

We understand the hard work associated with working at a new school. In recognition of this, we are committed to providing all staff with the support and resources to deliver outstanding lessons and develop your career, including:

- Fantastic learning environment in new facilities
- Supportive parents and fantastically well-behaved pupils allowing you to focus on teaching and learning
- Supportive, experienced team with fully planned and resourced SOL for all subjects
- Opportunity to join a growing school and influence the culture and ethos of a new school with associated career progression
- All teachers receive a new laptop
- All classrooms have 21st century technology including Clevertouch interactive screens
- Rural location with extensive parking yet only 35 minutes from London King's Cross



HOW TO APPLY

We use an application form, rather than asking for CVs, for most vacancies. This ensures all applicants present their information in the same standardised format and tell us only what we need to know.

Apply online via the MyNewTerm website at www.mynewterm.com before the closing date.

Closing date: Midnight, 5th December 2025

Interview date: Week commencing 8th December 2025

BEST is an equal opportunities employer and we are committed to encouraging equality, diversity and inclusion among our workforce.

We are committed to safeguarding and promoting the welfare of children. All offers of employment will be subject to satisfactory pre-employment checks and references, including enhanced Disclosure and Barring Service (DBS) clearance.

Strictly no agencies.

We look forward to receiving your application.



JOB DESCRIPTION

Job Title	Student Welfare Officer (Medical)
Based at	Pix Brook Academy
Salary/Grade Range	NJC Level 2A Point 3-4 £12.85 per hour, £18,963 actual salary per annum (FTE £24,796)
Responsible to	Resources Manager
Hours	32.5 hours a week, Monday – Friday 0800hrs – 1530hrs, term time only plus five training days plus key school events

Purpose of Role

The primary purpose of the Student Welfare Officer (Medical) is to ensure the health, safety, and holistic well-being of all students and staff within the school. This role is responsible for the immediate provision of high-quality first aid and emergency care. A critical aspect involves the management of Individualised Healthcare Plans for students with chronic conditions. The Medical Officer is tasked with liaising proactively with external agencies (e.g., NHS teams, Public Health) to effectively plan and facilitate school-based vaccination programmes and health screenings. Crucially, the Student Welfare Officer (Medical) is responsible for the professional management and organisation of all stored medications, ensuring stock is within date and secure. This responsibility extends to the meticulous preparation and organisation of necessary medications for all school trips and off-site activities.

The role requires meticulous administration, including the accurate updating of student health information within the school's Management Information System (Bromcom) and diligently recording all medical interventions, incidents, and treatments using the specialised electronic medical record system, SmartLog. This ensures comprehensive



record-keeping, strict compliance with data protection laws, and a smooth flow of communication with parents, staff, and external healthcare professionals.

This role will also provide essential support to the school office, including efficiently fielding and directing incoming calls and emails, managing on-calls, serving as the primary resource for answering student queries face-to-face at the door, assisting with reception including visitors and performing administrative and clerical tasks necessary for the efficient flow of information and documentation.

Main Responsibilities

- Provide immediate first aid and emergency care for students and staff suffering from injuries or acute illnesses, ensuring a prompt and professional response.
- Administer prescribed and over-the-counter medications in accordance with school policy, parental consent, and medical protocols.
- Develop implement, and regularly review Individualised Healthcare Plans (IHCPs) for students with chronic medical conditions (e.g., severe allergies, asthma, epilepsy, diabetes).
- Co-ordinate follow-up care for injuries or illnesses including advising parents/carers.
- Maintain accurate, confidential, and comprehensive medical records for all students.
- Ensure all medical incidents, treatments, and interventions are meticulously recorded and the electronic medical record system, Smart Log is updated accordingly.
- Update student health data, including contact information and medical alerts, within the school's Management Information System, Bromcom.
- Manage and regularly audit medical supplies, ensuring first aid kits across the school are fully stocked and accessible.
- Act as the primary point of contact for all health-related queries from students, staff, and parents/guardians.



- Liaise with external agencies, including NHS teams and Public Health, to efficiently plan, schedule, and facilitate school-based vaccination and immunisation programmes.
- Communicate sensitively and effectively with parents/guardians regarding their child's health status, incidents, and any necessary care plan adjustments.
- Work collaboratively with the school's Designated Safeguarding Lead (DSL) concerning student welfare and health-related safeguarding issues.
- Promote a health-conscious and safe school environment through preventative health education initiatives for students and staff (e.g., hygiene, nutrition, mental health awareness).
- To operate the telephone system / mailbox, forwarding calls/queries as appropriate or taking messages.
- Assisting with reception / office duties such as managing visitors, dealing with parents, deliveries and the on-call system.
- Assisting students that visit the office with queries.

Professional Responsibilities

- Adhere to the School's policies and procedures at all times.
- Have a yearly appraisal and personal development plan that reflects training needs.
- Participate in relevant training programmes for support staff enhancing own knowledge and skills.
- Participate in mandatory training including Smartlog compliance portal.
- Be aware that some matters dealt with in the team are of a confidential nature and deal with appropriately.
- Represent the school in a professional and positive manner at all times.

Please note, while every effort has been made to explain the duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from the line manager/Principal to undertake work of a similar level that is not specified in this job description.



PERSON SPECIFICATION

Job Title: Student Welfare Officer (Medical)

Attributes	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> GCSE Grade C/Level 4 or equivalent in English and Mathematics, Good numeracy and literacy Current first aid certification 	<ul style="list-style-type: none"> Specialist qualification or experience in Paediatric Nursing or School Nursing. Current certification in Advanced First Aid, Emergency Aid, and Anaphylaxis/EpiPen administration.
Skills and Experience	<ul style="list-style-type: none"> Working as part of a team Proven ability to conduct an accurate initial assessment of illness/injury, administer immediate treatment, and manage minor ailments and injuries without supervision. Experience in developing, implementing, and reviewing Individualised Healthcare Plans and managing chronic conditions (e.g., asthma, diabetes). Excellent IT skills including use of Microsoft Office Pro Plus 2021-2024 High proficiency in using computer systems for data entry, record-keeping, and communication, including experience with electronic medical record systems (e.g., Smart Log). Demonstrated experience liaising with external healthcare agencies (e.g., NHS teams, GPs) for planning and executing public health initiatives, such as vaccination programmes. Working with young people Effective communication and interpersonal skills including the ability to converse at least in accurate spoken English with adults and children Ability to work under pressure and to tight deadlines Flexible approach to support events, functions and parents' evenings Ability to take instruction Effective team player Organised and self-motivated An ability to work effectively and to be innovative in problem solving Willingness to take part in further training 	<ul style="list-style-type: none"> Evidence of recent Continuing Professional Development (CPD) in areas like child health, mental health, or public health. IT skills Microsoft 365 would be advantageous Experience in conducting health screening programmes (e.g., vision, hearing). Experience working autonomously in a school or occupational health environment. Prior experience with school Management Information Systems (MIS) such as Bromcom or similar platforms.
Competences	<ul style="list-style-type: none"> Ability to organise time and workload efficiently to meet deadlines 	



	<ul style="list-style-type: none"> • A strong understanding of and commitment to clinical confidentiality and data protection (e.g., GDPR). • Ability to remain calm under pressure, prioritise effectively, and make sound clinical decisions quickly during emergencies. • Ability to learn how to keep up to date with health and safety related instructions. 	
Other	<ul style="list-style-type: none"> • Ability to work without supervision • Trustworthiness • Willingness to undertake further training as appropriate • Excellent communication skills, demonstrating empathy, tact, and sensitivity when dealing with students, parents, and staff. • Willingness to work flexible hours and provide medical cover for occasional school trips and off-site activities. • Knowledge of relevant safeguarding / child protection legislation and the best practice Understanding of safeguarding principles and a commitment to promoting the welfare of children and vulnerable individuals. <p>Appropriate DBS clearance, references and checks (before the post is taken up).</p>	

We are committed to the safeguarding and promotion of children's welfare and offers of employment are subject to DBS clearance

