



Job Description

Job Title	EDUCATIONAL VISITS AND HEALTHCARE CO-ORDINATOR
Reports to	Deputy Headteacher
Job Purpose	To administer and oversee the extensive programme of Educational visits and trips from conception through to completion. In addition to ensuring that the healthcare needs of individual pupils are fully met in accordance with their written Health Care plans including the preparation of PEEPs and pupil risk Assessments. The post will also be Lead for First Aid across the school.
Duties	<p>Educational Visits</p> <ul style="list-style-type: none"> • Ensure that all trips and visits (including sports fixtures) are planned according to school policy. • Support trip leaders to enter trips onto Evolve system and ensure that necessary approvals are obtained • Make bookings with travel agents and venues and arrange transport. • Send out communication to parents as directed by trip leaders and respond to queries. • Track and collate parental payments and consent forms via Parentpay and follow up as necessary. • Collate and distribute medical and dietary information as appropriate. • Liaise with finance staff regarding payment of suppliers. • Manage booking of mobile phones and prepaid payment cards • Monitor income and expenditure to ensure each trip remains within budget. • Review risk assessments to ensure they are fit for purpose. • Collection of relevant documentation for staff and pupils going on a trip • Produce visit packs for relevant staff and SLT EPOC for each trip • Ensure staff have relevant training for trips and visits • Assist trip leader with Parent meetings. • Ensure website and school calendar is updated with visit information <p>Healthcare</p> <ul style="list-style-type: none"> • Co-ordinate, administer and maintain Individual Healthcare Plans for students with specific medical needs in conjunction with parents and any other relevant health care professionals. • To ensure that accurate records are kept for medications held in school and that medicines are within date. Liaise with Parents/Carers to replenish Medications. • To support pupils with the administration of medications. • To respond to and treat First Aid needs across the school, to ensure accurate record of accidents treatments given. Contacting parents and carers, when necessary, in coordination with the pupils Head of Year • Prepare Medical and accident reports for Governor and other relevant audiences • To prepare and distribute any relevant paperwork i.e. PEEPs, PEPs Risk Assessments, medical passes. • To prepare the policy for supporting students in school with medical conditions. • Produce student medical needs list, emergency first aid list and staff medical needs list. • Support students with significant health needs (diabetes, epilepsy, anaphylaxis, asthma).

	<ul style="list-style-type: none"> • Produce medical needs lists for specific trips/visits. • Make arrangements for vaccination sessions held by the Local Authority for the relevant age groups of students, undertaking the necessary communications and ensuring appropriate records are completed and retained. • Enter all student medical information into Sims and Go4Schools, maintain accurate records in accordance with new and changing medical needs, and inform staff of relevant information, including for all school trips. • Keep an up to date accident record book (electronic), including details of injuries, make any required RIDDOR reports for accidents at work, review for patterns and report to the Site Manager. • Carry out monthly stock audits of all First Aid boxes and First Aid kits throughout the school (including those used for trips) and ensure they are replenished. • Ensure all emergency First Aid medical equipment is in good working order. • Keep an accurate list of all staff accredited with First Aid at Work and other relevant courses, together with dates of expiry, and arrange training to ensure that an appropriate number of staff for all areas of school are trained in these skills.
General	<ul style="list-style-type: none"> • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace. • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • 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. • The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.
Safeguarding	<ul style="list-style-type: none"> • All staff must adhere to the School's Safeguarding Policies and Procedures including engaging in annual Safeguarding Training and Updates.

This role is subject to a six month probationary period

Signed: Date:
Employee

Signed: Date.....
Line Manager