

JOB DESCRIPTION

Job Title: Health and Medical Support Worker

Responsible to: Deputy Headteacher

Grade: JG5 Points 22 – 26. FTE equivalent £22,265 - £25,215. Actual salary £19,300 - £21,857 per annum.

Contract: Permanent. Full-time, 37 hours per week. Term Time Only + 5 INSET.

Purpose of the Role

Under the general direction of the Deputy Head, to support the health and welfare of students and staff through the delivery of nursing support.

Main Responsibilities

- Make assessments regarding all injuries to students, staff, visitors and contractors on site
- Arrange transport to GP/A&E as appropriate and contact the ambulance service for hospital diagnosis and potential treatment if necessary
- Log all necessary information and keep up to date records
- Complete forms for the school and HSE compliance
- Liaise with relevant members of staff and outside agencies to provide information, where necessary
- Attend House link meetings to give updates on health issues affecting attendance and welfare
- Carry out follow-up checks
- Advise staff on the management of a number of illnesses e.g. Epilepsy, Asthma, Diabetes, ME/CFS, Anaphylaxis, fractures and others.
- Create and update student Healthcare Plans. Share these with members of staff, as appropriate.
- Review student lists for school trips, ensuring that staff are aware of any medical issues that may affect the trip. Complete risk assessments for trips as appropriate.
- Liaise with the designated Safeguarding Officer where appropriate.
- Work with the Pastoral team to promote healthy lifestyles within the school and community, to include: Involvement in PSHE days; meeting with students, giving advice on personal matters.
- Contribute as trainer to the first aid programme for staff and students as requested.
- Provide support and advice for parents, carers and staff on childhood illnesses and the management and control of infection and communicable diseases.
- Help and support parents to promote healthy lifestyles and good parenting skills.
- Maintain a daily log of all student and staff illnesses, referrals and/or injuries. Complete risk assessments where appropriate.
- In conjunction with the HR Manager and Deputy Head, meet with and produce risk assessments for pregnant members of staff and review as necessary.
- To support the work of the Area Health Trust, School Nursing Team and Health Visitor with regards to screening, vision testing, medical examination, survey, immunisation and vaccination programme.
- Liaise with staff, students and parents in relation to specialist areas such as cancer, diabetes, heart conditions etc.
- Support the student through this and in conjunction with other medical professionals and staff members make recommendations to Student Services for timetable modification if appropriate.

- To be familiar with Health & Safety regulations, including emergency procedures in school, and the Academy's medical policies. Keep medical policies up to date and in line with regulations.
- Provide medical information for Health and Safety reports, as and when required.
- Manage the budget and maintain the resources required for the execution of the above duties, including the physical and budgetary provision of first aid materials in the relevant first aid boxes distributed around the school.
- Purchase and supply Paracetamol, Epipen and Ventolin to students subject to written parental consent; use own judgement concerning the contra-indicators for administering these drugs.
- Hold and administer prescribed medicines for named students, in line with the Academy Medicines Policy.

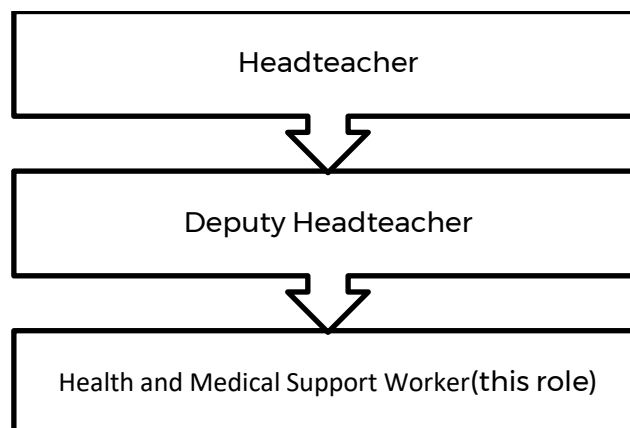
General Responsibilities

- Under the general direction of the Headteacher, contribute to the development, deployment and evaluation of the effectiveness of support staff services in school and contribute to the development of whole school policies for the deployment of support staff in the school.
- Undertake any other duties, as directed by your line manager, which are commensurate with the grade of the post to support the operational activities of the Academy
- Show a commitment to continuous professional development through self-evaluation and reflection
- Contribute to the wider life, ethos and aims of the Academy

Working Relationship & Contacts

- Develop and maintain constructive working relationships with other professionals.
- Develop positive relationship with the Academy staffing community.
- Liaise with staff, students, external agencies and suppliers where necessary.

Structure



Further particulars & information

Probation: This post is subject to a 6 month probation period.

Contract Duration: Permanent

Confidentiality: Some of the work undertaken within the Academy is of a highly confidential nature. The post-holder must at all times maintain confidentiality and work within the Academy's data protection parameters.



Annual PDR: All staff undergo an annual Performance Development Review as part of performance management at Churchill Academy & Sixth Form.

The above duties are not an exhaustive list and some changes to the job description and duties may occur.

For any further information please contact HR@churchill-academy.org or call 01934 852771 and ask for HR.

PERSON SPECIFICATION - HEALTH AND MEDICAL SUPPORT WORKER

SKILLS CRITERIA	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> Relevant nationally recognised nursing or midwifery qualification 	
Experience	<ul style="list-style-type: none"> Experience in carrying out Health Care plans Experience in carrying out Risk Assessments Knowledge of Health & Safety Regulations 	<ul style="list-style-type: none"> Experience of working in an educational environment Experience of working with students of secondary school age within other appropriate contexts
Skills and Abilities	<ul style="list-style-type: none"> Strong interpersonal skills and the ability to maintain good working relationships with colleagues, students and parents A commitment to the safeguarding and wellbeing of all students Good communication skills both orally and in writing Good time management skills Ability to communicate confidentially and effectively with students, parents and other members of staff 	
Personal characteristics	<ul style="list-style-type: none"> Friendly and approachable Organised and methodical Resilient and self-motivated Flexible Ability to remain calm and professional under pressure Ability to work without supervision A commitment to continuous professional and personal development and improvement 	

Churchill Academy is committed to safeguarding and promoting the welfare of children. All appointments are subject to an enhanced Disclosure & Barring Service clearance, pre-employment medical check and satisfactory references.