

JOB DESCRIPTION

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| Job title: | Medical/Admin Officer | AAT Grade G: | Points 18 - 23 |
| Reports to: | Vice Principal/Head of Business & Operations/Academy Principal | | |

Main job purpose

The Medical/Admin Officer will, specifically, provide First Aid services to students, staff and visitors; dispense prescribed medicines to students.

1. Management of the medical room. First Aid treatment of staff and students.
2. General Admin work throughout the Academy

Main responsibilities and duties

First Aid Duties and Dispensing of Medicines:

- To provide first aid/emergency care to students, staff and visitors.
- To manage the medical room, ensuring it is well maintained for its purpose. To ensure adequate relevant resources are in good supply and made available to trained personnel within the medical room and across the school as required, and in a fit use for purpose, within the confines of set budgets.
- To co-ordinate, book and keep records of first aid training for school staff annually
- To be responsible for the maintenance of accurate medical records, ensuring that they are stored in a secure manner at all times.
- To ensure Health Care Plans are developed, written and implemented for those students requiring them. To ensure members of the Pastoral Team (specifically Heads of School's and PSL's) are aware of the Health Care Plans and know and understand their provision.
- Dispensing of medicines as per 'Supporting Children with Medical Conditions and Managing Medicines Policy'.
- In liaison with the Inclusion Team, support students with complex/chronic medical needs, which may include catheterisation on a daily basis.
- To support the role of the Specialist Health Practitioners for Schools.
- To ensure that any First Aid trained staff are up to date and organise any training required

General Admin Duties

- To assist with general admin work and help out in other departments when required

You will need to:

- Respect any and all confidential information.
- Undertake such other duties as may be required from time to time commensurate with the level of the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.
- Comply with all decisions, policies and standing orders of the school; comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.
- Have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the school's agreed procedure, and to meeting the five outcomes of Every Child Matters.
- Be able to work alone or as part of a team
- The ability to meet physical demands of the post which will require substantial activity around site that includes walking, standing, lifting, bending and.

Supervision and Management of People

- The post holder will have no formal line management responsibilities for other staff. The post holder may be required to provide some on-the-job training for new recruits.

Creativity and Innovation

- The post holder may be required to respond to incidents occurring both inside and outside of school hours and be flexible with variable shift patterns.

Contacts and Relationships

- The post holder will have contact with other staff members, students and parents when reporting on issues related to First Aid

Support yourself by:

- Committing to improving your own practice through self-evaluation and reflection
- Following academy policies consistently
- Being organised and keeping appropriate and quality records that will help you to share information quickly and accurately, for example in using academy computer/paper-based systems.

Other:

- Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.
- Supervision of all students on the school premises during the break times, before and after school as & when directed, both in the school buildings and grounds. This can involve supervision of children before, during and after they have eaten their lunch.
- To maintain high expectations in terms of behaviour from the students and to follow the academy's behaviour policy.
- To ensure Health and Safety regulations are complied with at all times
- To ensure the safety of students at all times
- To liaise with other members of staff and parents
- To be point of contact and communication between parents and teacher when necessary.

Knowledge & Skills

- The ability to interpret, analyse and disseminate information through a range of different channels to all levels of staff.
- Competent in the use of IT systems.
- Communication
- Organisation
- Interpersonal skills
- Flexibility in working times on occasions
- Recognising own strengths and areas of expertise and using these to advise and support others.
- The ability to be flexible and creative with strategies.
- To be able to work accurately, under own initiative and to work in an organised and flexible manner.
- To take part in the Academy's staff development programme by participating in arrangements for further training and professional development.
- To engage actively in the Appraisal process

Supervision and Management

- The post holder will be expected to work for substantial periods unsupervised and to organise own workloads and priorities.
- To show a record of excellent of attendance and punctuality.
- To adhere to the Academy's dress code.

Problem Solving and Creativity

- To deal with changing and conflicting deadlines and frequent interruptions to work on a day-to-day basis.
- Supervision and allocation of staff training.

Key Contacts and Relationships

- Close contact and consultation with all levels of staff within the school, the Trust and external bodies.
- Liaison with the IT Team
- Liaison with relevant staff from other schools within the trust as needed.

Decision Making

- Know when to seek help and advice.
- To establish and maintain clear systems and rationale
- Recognising own strengths and areas of expertise and using these to advise and support others.
- Work to set deadlines and to prioritise own workload.

Working Environment

- Working throughout the site on more than one floor.
- First Aid office, suitable and accessible for all students and staff in the main central Hub of the school.
- General office equipment – to include access to a computer, printer, photocopier, fax, telephone etc.
- Spilt site
- Subject to frequent periods of lone working
- Travel to other AAT sites when required to assist other Academy Site Teams as and when requested by the Trust.

Job description prepared by:

HR/SLT

Date:

September 2025

This list of duties is not intended to be exhaustive but simply highlights a number of the major tasks of the post. The post holder may be required to undertake additional duties which might reasonably be expected of him/her and which form part of the functions of the post.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Following consultation with you, this job description may be changed by Management to reflect or anticipate changes in the job, which are commensurate with the salary and job title.

Whilst every effort has been made to explain the main 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 a manager to undertake work of a similar level that is not specified in this job description.