



Castleview School

Woodstock Avenue

Slough

Berkshire

SL3 7LJ

Tel: 01753 810615

Email: recruitment@castleviewprimaryschool.co.uk

Headteacher: Miss Rebecca Austin

Medical Administrative Assistant

Job Title: Medical Administrative Assistant
Reports to: School Business Manager
Pay Scale: Level 4, SCP 8 – 12 (43.6 + 0.4 working weeks paid)
Hours: 27.5 hours per week
Monday to Friday, 8.00AM – 1.30PM
Term-time only, 38 weeks plus 2 INSET Days

Castleview is a popular and exciting primary school situated in Langley, Berkshire.

We are seeking to appoint a highly motivated and enthusiastic Medical Administrative Assistant to join our happy and forward-thinking successful school.

Job Purpose

To provide effective administrative support for the school's medical and first-aid provision, ensuring that pupils' medical needs are managed safely, efficiently and confidentially. The postholder will also contribute to the smooth running of lunchtime by supervising pupils, promoting positive behaviour and maintaining a safe, calm and welcoming environment.

Key Responsibilities - Medical Administration

- Act as a first point of contact for pupils and staff who are unwell or require first aid during the school day.
- Provide basic first aid within the limits of appropriate training and school procedures.
- Administer or support the administration of prescribed medication in accordance with school policies, parental consent and relevant guidance.
- Maintain accurate and confidential records of medication, first aid incidents, accidents and pupil illnesses using Medical Tracker.
- Ensure medication is stored securely, correctly labelled and within expiry dates.
- Liaise with parents/carers regarding pupil illness, accidents, injuries and medication where appropriate.
- Contact parents/carers or emergency services when required, following school procedures.
- Support pupils with ongoing medical conditions and ensure relevant care plans are followed.
- Monitor medical supplies and first-aid equipment and arrange replenishment when necessary.
- Maintain confidentiality and handle sensitive medical information appropriately.
- Assist with the organisation and updating of individual healthcare plans and medical records.
- Support the school in meeting its safeguarding, health and safety and medical administration requirements.
- Communicate effectively with teachers, support staff, parents/carers and external healthcare professionals where appropriate.
- Ensure the school is compliant with Benedicts Law, alongside any other statutory requirements.



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Lunchtime & Breakfast Club Supervision

- Supervise pupils during Breakfast Club and lunchtime, including in the dining hall, playground and other designated areas.
- Promote positive behaviour, good manners and respectful interaction between pupils.
- Encourage pupils to follow school rules and breakfast/lunchtime routines.
- Assist pupils where appropriate with eating, drinking and general breakfast/lunchtime needs.
- Monitor pupils for signs of illness, injury or distress and respond appropriately.
- Deal calmly and appropriately with minor incidents and seek assistance when required.
- Ensure pupils remain safe and are appropriately supervised at all times.
- Support the prevention of accidents and report hazards or concerns promptly.
- Encourage positive play and social interaction.
- Help maintain a clean, orderly and welcoming breakfast/lunchtime environment.
- Work cooperatively with teaching and support staff to ensure a consistent approach to behaviour and pupil welfare.

Safeguarding and Welfare

- Promote and safeguard the welfare of all pupils in accordance with the school's safeguarding policies and procedures.
- Report any concerns about a child's welfare, behaviour or safety promptly to the appropriate member of staff.
- Always maintain professional boundaries and confidentiality.
- Follow school policies relating to safeguarding, health and safety, first aid, medication, behaviour and confidentiality.
- Attend relevant training and maintain required qualifications, including first-aid training where applicable.
- Be familiar with, and adhere to, all school policies and procedures relevant to the role.
- Ensure that duties are carried out in accordance with the school's safeguarding, health and safety, first aid, medication, behaviour, confidentiality and emergency procedures.
- Keep up to date with any changes to school policies and attend relevant training as required.

General Duties

- The postholder is expected to contribute positively to the life of the school and undertake other reasonable duties appropriate to the level of the role.
- All duties must be carried out in accordance with school policies, safeguarding requirements, health and safety procedures and relevant legislation.
- General assistance on Reception.

This job description is subject to periodic review and may be amended following consultation to reflect the changing needs of the school.



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Person Specification

	Essential	Desirable
Experience & Qualifications	• Experience of working with children or young people, preferably within a school or similar setting. • Understanding of confidentiality and the importance of safeguarding. • Ability to follow procedures and instructions accurately.	• Previous experience in a school medical/administrative role. • First Aid at Work or Paediatric First Aid qualification. • Experience of administering medication in a school or childcare setting. • Experience supporting children with additional or medical needs. • GCSE or equivalent in Maths and English.
Knowledge and Skills	• Good organisational and administrative skills.	• Knowledge of safeguarding procedures and school-based health and safety requirements. • Use of Medical Tracker and SIMS. • Confident in MS Packages including Word, PowerPoint, and Excel.
Personal Qualities	• Excellent communication and interpersonal skills. • Ability to remain calm and professional when dealing with illness, injury or challenging situations. • Good attention to detail and accurate record keeping. • A caring, patient and approachable manner. • Discreet and trustworthy when handling confidential information. • Patient and understanding towards pupils. • Proactive and able to use their own initiative. • Flexible and willing to support colleagues when required. • Committed to promoting the safety, wellbeing and inclusion of every pupil.	• Willingness to undertake relevant training. • Confident telephone manner. • Confident when speaking with parents, carers, all staff and external healthcare professionals where appropriate.