



GLF Schools Job Description Student Services Medical Lead

Job Title: Student Services – Medical Lead	Essential	Desirable
Professional and Experience		
Proven experience in a healthcare, welfare, or student services role within an educational setting	√	
Experience managing and coordinating medical provisions and first aid services.	√	
Experience working with children, parents, carers, and external agencies to support student welfare	√	
Strong understanding of confidentiality, data protection, and medical record-keeping.	√	
Experience in leading a team of first aiders or student services staff.		√
Experience managing student care plans or medical records and experience liaising with external medical professionals, such as school nursing teams		√
Knowledge and Skills		
Knowledge of safeguarding procedures.	√	
Strong knowledge of first aid procedures and medical protocols in a school environment.	√	
Ability to manage medical records and accident reporting accurately and confidentially.	√	
Excellent organisational and administrative skills, including the ability to track and monitor student medical needs and first aid incidents.	√	
Ability to liaise with a variety of stakeholders, including students, parents, carers, and external agencies.	√	
Proficient in using school systems and software for recording and tracking information.	√	
Ability to manage multiple priorities and remain calm in emergency situations.	√	
Strong attention to detail, particularly in maintaining up-to-date medical records and care plans	√	
Knowledge of health and safety regulations relevant to school environments.		√
Experience in tracking stock levels and managing supplies (e.g., first aid kits, medications).		√



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Experience in developing and delivering training or awareness sessions to staff on first aid or health-related topics.		√
Qualifications		
First Aid Qualification	√	
Relevant healthcare or welfare-related qualifications (e.g., nursing, health and social care).	√	
Additional first aid or medical qualifications (e.g., paediatric first aid, advanced medical training).		√
First Aid at Work certification		√
Relevant degree or higher education qualification in healthcare or welfare		√
Personal Attributes		
Compassionate and empathetic, with the ability to support students' emotional and physical needs	√	
Strong communication skills, able to communicate effectively with students, staff, parents, and external agencies.		
Strong leadership skills and the ability to lead and manage a team of first aiders and other support staff.		
Ability to maintain professional boundaries while dealing with sensitive health-related issues.		
High level of integrity and commitment to safeguarding and promoting the welfare of students.		