

GLF Schools - Job Description

Job Title	Student Services and Senior Medical Lead	Job Reference	
Location	Meridian High School	Travel required	N
Core purpose			
<ul style="list-style-type: none"> • To lead the medical and first aid provision on a day-to-day basis ensuring students are well supported and cared for • To lead the student services provision ensuring the needs of students are met on a day-to-day basis • To ensure all care plans are rigorously monitored including issuing medical information to key stakeholders • To work closely with parents and carers to ensure all medical needs are met and any first aid incidents are accurately recorded and reported • To co ordinate all trained first aiders for first response to any incidents requiring first aid 			
Key Accountabilities			
<ul style="list-style-type: none"> • Delivering timely first aid as emergencies arise throughout the school day. • Ensuring all medical records and accident reporting are up to date, rigorously maintained and reported to line manager. • Ensuring all student care plans are in place, regularly reviewed and updated. • Issuing, tracking and monitoring the use of student medical cards and toilet passes. • To liaise with parents, carers and relevant external agencies ensuring health care plans are up to date and relevant information shared with key staff members. • Monitoring, controlling, and issuing all on site medicines ensuring Medical Policies are carefully adhered too. • Monitoring and tracking students who attend student services for medical, welfare, first aid or toilet use during the school day, reporting trends and numbers each week to line manager. • Monitoring and booking first aid training for relevant staff to ensure an appropriate number of trained staff are on site at all times. • Monitoring, checking and tracking all first aid kits have an appropriate supply of stock at all times. • Monitoring and checking the defibrillators and ensuring they are fully charged and up to date. • Be responsible for lost property items. • Be responsible for confiscated items and the school safe ensuring school policies are upheld. • Organising and coordinating annual vaccinations with the school nursing team. 			

- To issue timetables to students who need them.
- Ensure all relevant information and meetings are accurately recorded and accessible via school systems.
- Be responsible for your own professional development as directed by the school
- Undertake professional duties and responsibilities necessary for the smooth running of the school as assigned to you or as directed by the Headteacher.

Accountability

- Senior Assistant Headteacher
- Headteacher
- GLF Schools expects its employees to work flexibly with the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities

Safeguarding

GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.