JOB DESCRIPTION

JOB TITLE: Medical Officer and School Administrator

Purpose:	• To lead and coordinate the health and first aid provision for students, staff and visitors in line with the School's First Aid Protocol. • To prepare, maintain and monitor electronic and paper-based medical and healthcare records. • To prepare generic and specific risk assessments, including PEEPs, where required. • To ensure all injuries, accidents and incidents are appropriately recorded, reported and analysed. • To maintain all related medical equipment, supplies and resources. • To ensure effective communication with staff, parents/carers and external health agencies. • To work closely with the Pastoral Team, Senior Leadership Team and wider school staff to support student welfare. • To coordinate immunisation and other health-related programmes within school. • To coordinate first aid training where appropriate. • To provide reception cover during lunch periods and at other times as required. • To provide comprehensive administrative support across school departments, contributing to the efficient operation of the school. • To undertake general administrative duties as required to meet changing school priorities and operational needs. • To support students with medical needs to ensure health conditions do not present unnecessary barriers to attendance, inclusion, wellbeing or learning.
Reporting to:	Operations Manager
Responsible for:	Medical Room administration and first aid provision.
Liaising with:	• Staff • Students and Parents/Carers • Visitors • School Nurse • External Health Agencies • Reception and Administrative Staff • Senior Leadership Team

Working Time:	35 hours a week (8:00am to 3:30pm, Monday to Friday including 30 minute unpaid lunch) Term time only, Plus insets (or equivalent) equivalent to 39 weeks Additional time as required to support events with first aid
Grade:	Scale 5 Point -9-12
Disclosure level	All positions are subject to an enhanced DBS check as standard practice.
Date	Novermber 2026

MAIN (CORE) DUTIES **The specific duties and responsibilities pertaining to the Medical Officer are to be read in conjunction with the School's First Aid Protocol which should be complied with at all times.**	
Medical Provision	• Provide emergency and routine first aid treatment for students, staff and visitors. • Respond to emergency health incidents and provide appropriate support. • Prepare and maintain risk assessments relating to medical needs and activities. • Prepare temporary and permanent PEEPs as required. • Administer and manage student medication in accordance with school procedures and parental consent. • Maintain all first aid kits and medical supplies throughout the school. • Organise immunisations, health screenings and medical appointments conducted within school. • Liaise with the School Nurse and other health professionals. • Ensure the Medical Room is organised, compliant and fully equipped at all times. • Maintain and monitor the school's first aid training matrix, ensuring qualifications remain current and arranging refresher training and certification where required. • Prepare, review and maintain Individual Healthcare Plans in consultation with parents/carers, healthcare professionals and relevant school staff, ensuring appropriate support arrangements are in place. • Provide day-to-day welfare support for students presenting with medical, emotional or wellbeing concerns and refer concerns through appropriate pastoral or safeguarding pathways where required. • Coordinate or support training for staff relating to individual student medical conditions and healthcare requirements, ensuring appropriate knowledge and confidence in administering support. • Maintain the register of students with allergies and prescribed Adrenaline Devices (ADs), ensuring allergy action plans and Individual Healthcare Plans remain accurate and up to date. • Monitor and check expiry dates of prescribed and emergency Adrenaline Devices (ADs), arranging replacement stock and liaising with parents/carers where required. • Communicate relevant allergy, anaphylaxis and dietary information to staff and catering providers to ensure appropriate support and risk reduction measures are in place.
Communication	• Contact parents/carers when students require collection, treatment or further medical attention. • Obtain and maintain parental medical consents and permissions.

	• Liaise with pastoral staff regarding students with recurring medical concerns. • Work with the SENDCO to ensure students with medical needs are adequately supported. • Communicate sensitive information professionally and confidentially. • Act as a key point of contact for health-related enquiries from students, staff and parents. • Liaise with attendance and pastoral teams regarding students whose medical needs may affect attendance, punctuality or engagement in learning. • Develop and maintain effective working relationships with healthcare providers, local authority services and external agencies to support students medical and welfare needs.
Administration and Reporting	• Maintain accurate records of all medical visits and treatments. • Record and report all accidents and incidents in accordance with statutory requirements. • Produce accident and incident trend reports for Senior Leadership Team review. • Monitor and review medical policies, procedures and compliance requirements. • Ensure all first aid qualifications and training records are maintained and renewed when required. • Manage medical inventories and place orders for supplies as necessary. • Maintain accurate filing systems, both electronic and paper based. • Produce correspondence, reports and documentation as required. • Maintain accurate safeguarding-related records and documentation where these relate to medical, welfare or pastoral concerns, in accordance with school procedures and data protection requirements. • Maintain allergy and anaphylaxis records, including registers, medication logs, training records and action plans. • Record, investigate and report allergy-related incidents and near misses, identifying trends and contributing to continual improvement of allergy safety arrangements.
Reception and Front of House Duties	• Provide reception cover during lunch periods and at other times as required. • Welcome visitors, parents, contractors and external agencies in a professional and courteous manner. • Operate the school's visitor management and signing-in systems. • Answer and direct telephone enquiries promptly and professionally. • Receive and distribute deliveries, post and messages. • Support emergency procedures relating to visitors and site security. • Assist with pupil sign-in and sign-out procedures where required.

School Administration	• Provide administrative support to school departments and leadership teams. • Assist with the preparation, distribution and collation of letters, forms and school communications. • Support the organisation of school events, parents' evenings, open evenings and other activities. • Maintain databases and management information systems, including SIMS or equivalent systems. • Assist with attendance, admissions and student record administration when required. • Support the production of reports, spreadsheets, presentations and other documentation. • Undertake data entry and ensure records remain accurate and up to date. • Assist with ordering, purchasing and stock management processes. • Provide administrative support for compliance, health and safety and operational activities. • Undertake any other administrative task necessary to support the efficient running of the school.
Additional Duties	• Attend parents' evenings and school events as required. • Attend meetings relating to students with medical conditions. • Maintain a hygienic and safe environment within the Medical Room. • Maintain supplies of emergency student uniform and welfare resources. • Support school trips and events requiring first aid provision. • Undertake any other duties appropriate to the grade and nature of the post. • Support and promote health, wellbeing and first aid awareness initiatives across the school community.
Essential Skills & Qualification	• Recognised First Aid qualification (FAW, EFAW or equivalent), or willingness to obtain within an agreed timeframe. • Significant experience in an administrative, coordination or business support role. • Excellent organisational skills with the ability to establish, maintain and continuously improve administrative systems, processes and procedures. • Exceptional attention to detail and a high level of accuracy when managing records, documentation and data. • Advanced IT skills, including Microsoft Office applications (particularly Outlook, Word, Excel and Teams), with the ability to produce reports, manage databases and analyse information. • Experience of maintaining accurate electronic and paper-based records in a highly confidential environment.

	• Ability to prioritise workloads effectively, manage competing demands and consistently meet deadlines. • Strong written and verbal communication skills, including the ability to draft professional correspondence and reports. • Knowledge and understanding of data protection, confidentiality and information management requirements. • Proven ability to work independently, identify areas for improvement and implement effective administrative solutions. • Ability to work effectively in a front-facing role, providing professional customer service to students, parents, staff, visitors and external agencies whilst managing competing priorities.
Desirable Skills & Qualifications	• Experience working within a school or educational environment. • Experience of using SIMS, Arbor or other Management Information Systems. • Experience of coordinating compliance-related records, training programmes or statutory documentation. • IOSH Managing Safely qualification or equivalent. • Experience supporting health, welfare, HR, attendance or operational administration.
Essential personal attributes	• Highly organised and methodical with a proactive approach to managing workloads. • Meticulous attention to detail and commitment to maintaining accurate records. • Strong problem-solving skills with the confidence to review existing practices and implement improvements. • Ability to establish effective administrative systems and ensure procedures are consistently followed. • Professional, discreet and trustworthy when handling confidential information. • Flexible and adaptable, able to respond positively to changing school priorities. • Excellent customer service skills and the ability to build positive relationships with students, staff, parents and visitors. • Resilient and calm under pressure, with the ability to manage multiple tasks effectively.
Staff Development	• To take part in the school's staff development programme by participating in arrangements for further training and professional development. • To continue personal development in the relevant areas including subject knowledge and teaching methods.

	• To engage actively in the Performance Management Review process.

EMPLOYEE RESPONSIBILITIES:

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To promote actively the school's corporate policies.
- To comply with the school's **Health and Safety Policy** and associated working procedures, undertaking risk assessments as appropriate.
- To comply with the **School's Equal Opportunities** and **Diversity Policy** and to ensure that it is implemented within the service area of the post.
- To comply with the **School's Data Protection Policy** and **Code of Practice** within the service area of the post.
- To support the school in meetings its legal requirements for worship.
- To show high expectations of all students and staff; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising educational achievements.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to all visitors and telephone callers.
- 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.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

HEALTH AND SAFETY

To ensure that all health and safety instructions are followed and that all reasonable care is taken not to do anything that might endanger the postholder or others; to report to the line manager, or person in authority any dangerous situations in the workplace or any perceived shortcomings in health and safety arrangements.

Chosen Hill School operates a No Smoking/Vaping policy.

SPECIAL CONDITIONS

This job description sets out the duties of the post at the date when it was drawn up, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Some flexibility in the pattern of hours worked is required with a willingness to potentially undertake working outside of the normal daily hours to meet the school needs.

Chosen Hill School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

VERIFICATION

I agree that this job description conveys an accurate description of this job.

Agreed : _____ (Postholder) **Date**: _____

Agreed : _____ (Line Manager) **Date** : _____