# Job Description

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| **Post Title** | **School Medical Officer** |
| **School/Organisation** | Avanti Fields School |
| **Location** | Leicester |
| **Grade** | Grade 5, £29,546-£31,533 per annum. Approx £22,053-£23,537 per annum, pro rata (0.74641 FTE) |
| **Hours** | Full time (35 hours per week) |
| **Contract Type** | Permanent, Term Time |
| **Preferred Start Date** | January 2027 |

## MAIN PURPOSES OF THE JOB

- To enhance the school's vision which aims to nurture each pupil on their own journey of self-discovery and is based upon the three key pillars of Educational Excellence, Character Development and Spiritual Insight.
- To contribute to the achievement of the educational vision of Avanti Fields School through efficient and effective strategic planning and management of the school's finance resources
- To contribute towards the promotion of the highest standards of health & safety across the school.
- To provide first-line medical assistance to students and staff.
- To be responsible for the delivery of assessment and treatment of minor illness and injuries.
- To deliver care within the boundaries of the role, focusing on student well-being and health education.

## RESPONSIBILITIES OF THE JOB

**Operational Strategic Planning**

- To identify, implement and evaluate individual health care plans for students with medical conditions.
- To prioritise health problems and intervening appropriately to complex, urgent or emergency situations, including the initiation of effective emergency care.
- To input and update student medical information on ARBOR.
- To monitor and evaluate care interventions.
- To deliver opportunistic health promotion as appropriate.
- To see individual students on a referral basis to deliver health education specific to that student's needs.
- To share appropriate information on students during transition from Key stages.
- To undertake home and primary school visits where appropriate.

- To co-ordinate all government led immunisation programmes (and Staff influenza vaccinations).
- To help to identify, create and evaluate all medical and student wellbeing policies, communicating with all staff involved. (Medical Conditions, Drug use etc).
- To administer an Epi Pen injection when appropriate. This is to be in accordance with medical procedures and up to the level of the training received.
- To organise and deliver appropriate medical staff training e.g. Anaphylaxis.
- To ensure teaching and support staff have appropriate awareness and understanding of the common medical conditions in the school.
- To co-ordinate and deliver good practice, continuous training and communication of the use of the Automated External Defibrillator.
- To train and supervise all staff dealing with students with severe and complex medical conditions/needs.
- To assist the whole school in raising the profile of the importance of health and welfare.
- To co-ordinate all first aid staff training and maintenance of first aid equipment/stock.
- To maintain and supply first aid boxes for school events, e.g. Visits, Sport Days.
- To support with the delivery of sexual health education where the curriculum allows.
- To deliver all medical information and medical procedures to new staff members via the induction programme.
- To provide accurate, contemporaneous and complete records of student consultation and drug administration consistent with legislation, policies and procedures.

**Risk Management**

- To monitor work area and practices to ensure they are safe and free from hazards and conform to health, safety and security legislation, policies and guidelines.
- To contribute in the decision making process in child protection conferences (where the student has a relevant medical condition).
- To liaise with pastoral team to identify areas of concern and referring vulnerable students to the appropriate agencies.
- To control storage and administration of medication.
- To maintain an Accident Book and appropriate records.
- To ensure infection control measures are adhered to in line with local and national guidelines.

**Staff Development**

- To take part in the school's staff development programme by participating in arrangements for further training and professional development.
- To undertake mandatory and statutory training.
- To recognise and work within own competence and professional code of conduct regulated by the Nursing and Midwifery Council (NMC).
- To attend regular meetings with the SEN and Safeguarding team as required.
- To contribute positively to effective working relations within the school.
- To engage actively in the Performance Appraisal Review process.
- To attend relevant in-service training and regular learning support meetings.

**Standards and Quality Assurance**

- To support the aims and ethos of the school.
- To follow and uphold school policies.

- To participate in staff training.
- To develop links with outside agencies and neighbouring schools.
- To deliver care according to the National Institute of Clinical excellence (NICE) guidelines and evidence based care.
- To promote and safeguard the welfare of the students in accordance with the school Safeguarding and Child Protection policy.

**Communication**

- To follow agreed policies for communications in the school.
- To attend meetings as required.
- To prepare and provide reports as required.
- To be aware of in-school procedures and confidential issues and to keep confidences appropriately.
- To maintain effective communication with all staff members.
- To communicate with parents/carers regarding events relating to their children.

**Management of Resources**

- To contribute to the process of the ordering and allocation of equipment and materials in relation to medical requirements

**Other Specific Duties**

- To play a full part in the life of the school community, to support its Strategic Commitment, Purpose and Intent and to encourage staff and students to follow this example
- To promote actively the school's policies
- To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate
- To attend meetings as determined as directed by the Principal.
- To comply with the school's procedures concerning safeguarding
- Uphold and, where relevant, promote the ethos of the School

**Safeguarding**

- To promote safeguarding at all levels of the School as a member of support staff. A key focus of this role is to safeguard all students at all levels across the school community. It is expected that support staff will support teachers, Lead teachers, HOY and the DSL/ Deputy DSLs in the discharge of their DSL responsibilities:

**Policy and Procedures**

- Act as a champion of the school's safeguarding policy and procedures and make sure you access these and understand them
- Be aware of your responsibility to challenge behaviour which breaches any of the school policies

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- Be aware of, and actively promote, safeguarding within your own department to safeguard students.

| Person Specification | | | |
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| **Criteria** | | **Requirement** | |
| | | *Essential* | *Desirable* |
| 1. | A Nursing Qualification is desirable, though not essential | | X |
| 2. | Advanced First Aid Qualification | X | |
| 3. | A First Aid at Work Qualification | X | |
| 4. | Previous experience of working in a school environment | | X |
| 5. | Aptitude or experience of working with ICT, including ARBOR | X | |
| 6. | Administrative and organisational skills | X | |
| 7. | Empathy and the ability to work with pupils | X | |
| 8. | Ability to maintain a high degree of confidentiality and to use discretion in dealing with sensitive information | X | |
| 9. | Ability to deal in a professional manner with all internal and external contacts | X | |
| 10. | Motivated, enthusiastic, flexible, friendly and helpful | X | |
| 11. | Excellent interpersonal skills | X | |
| 12. | Accurate with good attention to detail | X | |
| 13. | Support the aims and ethos of the school and the staff Code of Conduct | X | |
| 14. | Set a good example in terms of dress, punctuality and attendance | X | |
| 15. | Ability to identify own training and development needs and willingness to participate in development and training opportunities | X | |
| 16. | Be proactive in matters relating to health & safety | X | |

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| 17. | Commitment to the safeguarding and welfare of all pupils | X | |

**FURTHER INFORMATION**

Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment. Child Protection and Safeguarding Policy 2026-2027