

Job Description

Job Title	Medical Officer
Grade	Scale 5-6
Reports to	Head of Residential and HR Operations Manager
Responsible for	N/A
Liaison with	Teachers, support staff, pupils, Health Authorities, Social Services and other outside agencies.
Job Purpose	To be responsible for leading the day-to-day medical and first aid needs of each student within the academy. Carry out academy office administration tasks as directed.
Duties	<ul style="list-style-type: none"> • To be responsible for the administration of all medicines in school. • To assist with medical examinations and assessments as required. • Respond appropriately to the medical, physical and emotional needs of students. • Administer prescribed and homely medication in accordance with the Academy medication policy. • Carry out weekly medication audit and action as necessary to replenish stocks. • Weekly checks of First Aid Kits, replenish items and ensuring stock is available. • Keep and update IHCPs (Individual Health Care Plans) records as required. Update yearly and when changes arise. • Respond to any emergency situation that arises e.g. A&E visits. • To advise and train academy staff (in conjunction with Health Authority) in specific procedures which they may be expected to carry out in the absence of a trained medical officer. • To promote health education in partnership with the teaching/support staff and the Health Authority. • To ensure that the highest possible standards of clinical procedures are maintained. • To liaise with parents and medical personnel. • To work within Child Protection Procedures and to liaise with nominated Child Protection Officer. To be aware of Academy Child Protection procedures. • To ensure confidentiality of all medical information. Understand procedures and legislation relating to

	<p>data protection and confidentiality.</p> <ul style="list-style-type: none"> • To ensure up-to-date clinical and professional practice is maintained. • Administer first aid as required. • Attend as required, meetings about individual students and/or matters affecting the general running of the academy. • Undertake any training commensurate with the post and as identified. • Participate in supervision meetings. • Carry out academy office administration tasks.
General	<ul style="list-style-type: none"> • Comply with policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person. • Contribute to the overall ethos/work/aims of the academy. • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. <p>The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.</p>

PERSON SPECIFICATION – NURSE

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Current First Aid at Work qualification. Educated to NVQ level 2. Demonstrate relevant experience. Current experience and understanding of administration of medication. Understands the importance of correct medication administration. Administration experience. Good IT skills and is able to use Microsoft packages (Word, Excel, Outlook).
	Knowledge of relevant policies and procedures	Relevant legislation, e.g. Children Act and Child Abuse legislation Excellent knowledge of First Aid
	Literacy	Clear and concise written and oral skills
	Numeracy	Ability to count and undertake calculations
	Technology	Ability to use technology relevant to role
Communication	Written	Ability to complete detailed reports
	Verbal	Ability to use clear language to communicate information unambiguously Ability to listen effectively
	Languages	Use initiative to overcome communication barriers with children and adults
	Negotiating	Consult with children and their families and carers and other adults
Working with children	Behaviour Management	Ability to demonstrate effective implementation of the Unit's behaviour management policy
	SEN	Understand and support the differences in children and adults and respond appropriately
	Curriculum	Good understanding of the school curriculum
	Child Development	Good understanding of children development
	Health & Well being	Understand the importance of physical and emotional wellbeing and the safety of children
Working with others	Working with partners	Use own initiative towards the contribution of the team supporting children, their families and carers
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with a range of adults
	Information	Know when, how and with whom to share information
Responsibilities	Organisational skills	Good organisational skills Ability to remain calm under pressure
	Line Management	Ability to manage and support the work of

		others
	Time Management	Ability to manage own time effectively
	Creativity	Demonstrate creativity and an ability to resolve problems independently
General	Equalities	Demonstrate a commitment to equality
	Health & Safety	Good understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the role