



## JOB DESCRIPTION

### Medical Room Assistant

Post Title: Medical Room Assistant  
Hours: 17.50 term time only  
Line Manager: Assistant Headteacher (Pastoral)  
Salary: Scale 2 (3-4)

#### Main Purpose of Role:

- To be the first point of contact for the first aid/medical needs of the school, liaising with parents and other relevant professionals (both within school and out) to contribute to the health and safety of the whole school community.
- To be a proactive member of the House Pastoral Team

#### Main Duties and Responsibilities:

- To administer first aid and liaise with parents/staff/medical professionals when necessary.
- To receive students who fall ill within the school day, to arrange for parents/carers to collect them and to safeguard the student until collection.
- To complete and maintain the appropriate manual and computerised medical/accident records.
- To liaise with the Designated Safeguarding Lead, School Nurse and other relevant professionals regarding medical concerns/treatment, attending meetings and completing reports when requested.
- Liaise with the Immunisation Team to organise in school vaccinations, ensuring that all necessary forms are completed and returned by parents.
- Maintain the register of medicines, liaising with parents to ensure that all medication held is in date and that expired medication is disposed of appropriately.
- To maintain stock and supplies for the Medical Room and first aid boxes throughout the school.
- To undertake the necessary training to gain and maintain the relevant First Aid and Safeguarding qualifications and undertake other additional training as and when required.
- To give advice and guidance to staff regarding students' medical conditions and the support required to enable their participation in activities, trips, etc.

#### General:

- To take part in the school's Professional Review Process (BlueSky) and take advantage of any available training and professional development opportunities.
- Be aware of and comply with policies and procedures relating to Safeguarding, Health & Safety, Security, Confidentiality and strictly adhere to Data Protection regulations, reporting all concerns to an appropriate person/line manager.
- Contribute to the overall ethos/work/aims of the school.
- Attend and participate in regular meetings when appropriate.