

MEDICAL ROOM LEAD AND STUDENT SUPPORT

RECRUITMENT PACK



8th October 2026

About Us

**Post title**

Medical Room Lead and Student Support

**Grade**

Grade 6 Scale Point 7 to 11
(£14.14hr to £15.07hr)
Actual Salary for Point 7 - £23,099

**Hours of work**

37 hours per week, TTO + 2 PD Days

**Post status**

Permanent
Required to start as soon as possible

The Marches School is a vibrant, inclusive and forward-thinking school where students are at the heart of everything we do. We are proud to support young people through their full educational journey, providing a safe, caring and ambitious environment in which every student is known, valued and encouraged to succeed.

We offer a broad and balanced curriculum, including a wide range of GCSE, A Level and vocational pathways, ensuring that all learners can follow routes that reflect their strengths, interests and aspirations. Learning is enriched by a strong programme of extra-curricular activities, leadership opportunities and enrichment experiences that help students build confidence, character and lasting friendships.

The Marches School is an exciting place to learn, work and grow. Together, we are developing confident, resilient and successful young people, equipped with the skills, values and ambition to succeed in education and in life beyond school.

Sally Wilmot

Headteacher

We offer

- Excellent professional learning and support at every stage in your career, with opportunity for continued personal development through our Talent Pathway
- A core belief in staff wellbeing and work life balance for all, evidenced in policy and practice
- Year-round free membership to our state-of-the-art fitness suite
- Staff wellbeing benefits including funded counselling, physiotherapy and GP and other medical support
- A supportive and friendly working environment

Why this role above others?

We know our school is a special place, our staff wellbeing survey tells us staff love working here because of the relationships between staff, departments and students.

If you have any queries, or wish to visit the school, please contact Karen Faux, Operations Manager, at: karen.faux@mar.mmat.co.uk or call her on 01691 664400.

Welcome from the CEO

This is a high achieving Trust that is imaginative and creative in its approach to teaching and learning and is keen to look for continued sustained improvement.

Our vision 'Achievement through Caring' is central to all that we do at The Marches Academy Trust. Our schools are, innovative and striving to ensure that young people make the very most of their learning adventure and are equipped with the skills required to prosper in the modern world.

We are immensely proud of the Alliance of Leading Learning who provide a wide range of professional development opportunities across our Trust, nationally and internationally.



Sarah Finch

CEO

The Marches Academy Trust

Our family of schools currently includes:

- The Marches School and Sixth Form in Oswestry
- Sir John Talbot's School and Sixth Form in Whitchurch
- Tilstock CE Primary School and Nursery in Whitchurch
- The Grove School and Sixth Form in Market Drayton
- Lower Heath CE Primary School and Nursery in Lower Heath
- Shrewsbury Academy in Shrewsbury
- Longlands Primary School and Nursery in Market Drayton
- Grange Primary School and Nursery in Shrewsbury
- Oakmeadow CE Primary School and Nursery in Shrewsbury
- Woodlands School in Wem
- Idsall School and Sixth Form in Shifnal
- Cockshutt CE Primary School and Nursery in Ellesmere
- Criftins CE Primary School and Nursery in Ellesmere
- Selattyn CE Primary School in Oswestry
- West Felton CE Primary School and Nursery in Oswestry
- Weston Lullingfields CE Primary School and Nursery nr Shrewsbury
- St Andrew's CE Primary School and Nursery nr Shrewsbury
- Kinnerley CE Primary School and Nursery in Oswestry

Our Trust Vision Statement and Values



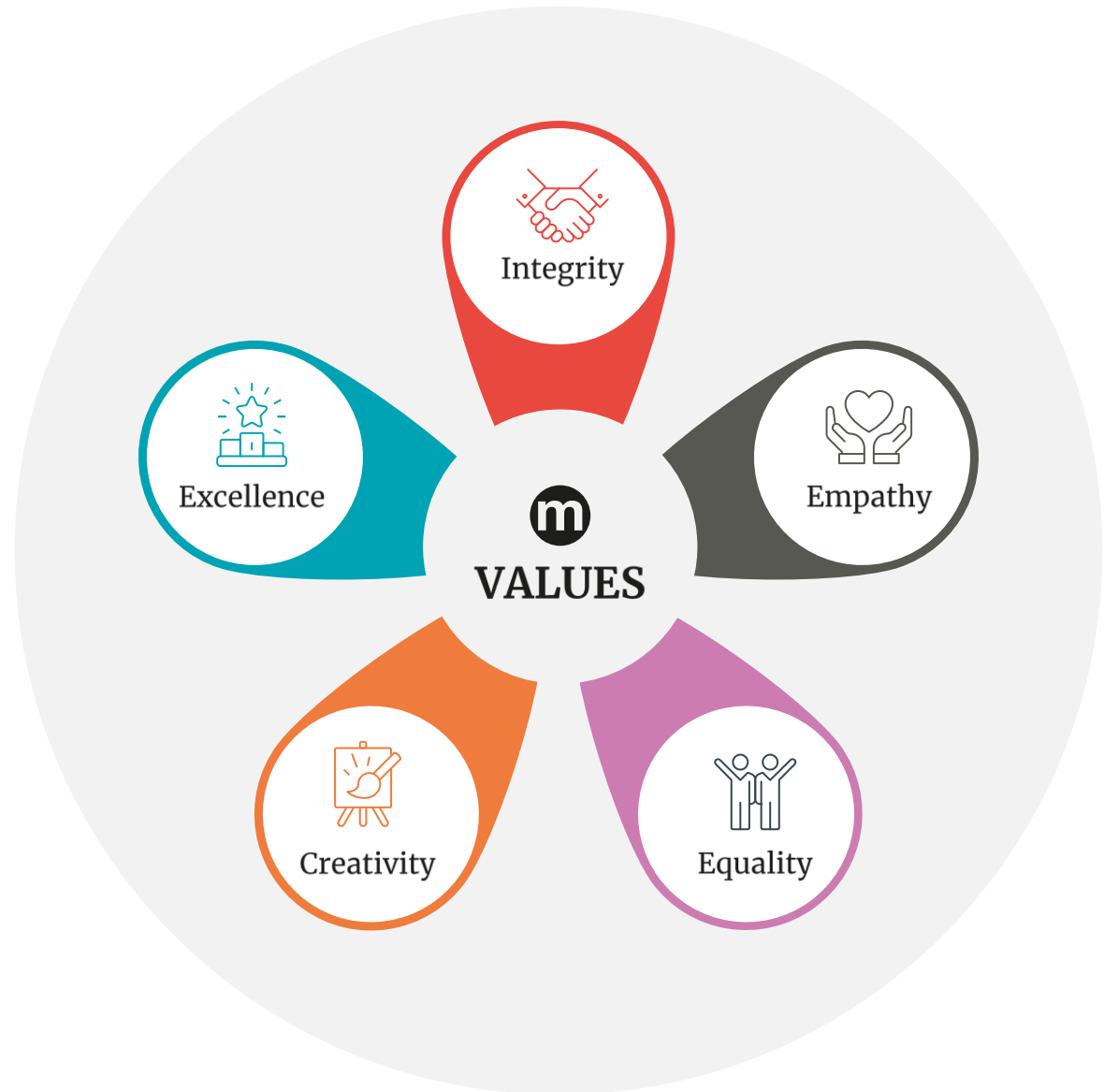
Our Vision

Achievement through caring



Mission Statement

As a Trust, it's our mission to empower everyone in our Trust and our communities to live and breathe our values and Achievement Through Caring, to reach their full potential.



Responsible to:

Administration Lead relating to all student medical needs, Assistant Headteacher for mental health issues or students who are unable to attend school due to a medical need and SENCo relating to student support, attendance and attainment.

Outline of the Role:

To provide professional specialist and generalist medical support to all students in line with Health and Safety (first aid) Regulations 1981, communicating effectively and confidentially to all staff as appropriate to ensure the smooth running of an effective and efficient First Aid provision.

Main duties:

Medical Provision

- To be the primary contact in emergency response and provide appropriate emergency first aid care.
- Be responsible for the first aid provision, dealing with all medical and first aid incidents.
- Ensuring the correct storage of medication and administering to students as appropriate.
- To maintain accurate student and medical records, including completion of accident forms.
- To maintain the medical room daily ensuring it is hygienic and tidy at all times.
- To liaise with parents/carers regarding medical and first aid incidents and maintain daily records in line with Trust policy.
- To coordinate emergency care debrief meetings and provide the appropriate information for review in line with trust policy and process.
- To maintain school database regarding students' specific medical requirements including Individual Health Care Plans, liaising with parents and medical professionals as required.
- To update and brief staff as appropriate in relation to students' medical matters.
- Provide first aid kits, medical documentation, and emergency contacts for trips or excursions and liaise with staff regarding their pupil's medical needs.

- To assess the first aid need for the school & advise the schools Health and Safety Lead & Operations Manager in order to maintain the appropriate ratios of certified first aid trained staff.
- To organise statutory student/staff vaccinations as appropriate.
- To produce timely and accurate reports and data for the leadership group as required.
- To undertake first aid refresher training and other specific first aid training as required.
- To maintain a fully equipped medical room ensuring appropriate stocks of first aid supplies are available across the site within the allocated first aid boxes.
- Liaise with the external NHS school nurse service to coordinate drop-in sessions and appointed visits.

Student Support

- Liaise with the SENDCO for students with EHCP's that have a medical need, completing supporting paperwork.
- Maintain, update and distribute the list for Mental Health Support through school, in conjunction with Student Support.
- Completing virtual calls with students not able to attend school to support with maintaining a connection and continuing to support their educational needs via Microsoft Teams.
- Attend Attendance meetings where necessary to support students return or continued absence.
- Complete referrals to agencies requesting support.

Other /Administrative Duties

- Coordinate the annual medical updates and parental consents from parents, emailing parents, chasing forms, collating and inputting data.
- Provide general administrative support for the school as required.
- To undertake any other reasonable duty which might be requested by the Head of School on an ad-hoc basis.

DEVELOPING SELF AND LEADING OTHERS:

- Take responsibility for own professional development including maintaining an up-to-date knowledge of developments and related legislation including engaging fully in performance management of self and other staff (if applicable)
- Contribute to effective staff induction and professional development
- Manage own workload, providing support where necessary and delegating where appropriate
- To ensure that professional duties are fulfilled, as identified in regular line management meetings and appraisal meetings.

Community responsibilities:

- Effective dialogue with parents in accordance with school policies.
- Attend and support community events as required.

In addition to the above all Marches Academy Trust staff are required to:

- Adhere to policies and procedures, including Equality and Diversity and Health and Safety.
- Respect confidentiality: all confidential information should be kept in confidence and not released to unauthorised persons.
- Undertake appropriate training and development as required.
- Participate in the Personal Development Plan review cycle.
- Demonstrate excellent Customer Care in dealing with all customers.
- Ensure positive effective working relationships with the school teams, stakeholders and partners.

Objectives and outcomes:

- To be agreed with the successful post-holder once appointed.
- The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.
- The post holder may have opportunities to work in or support development of other schools within The Marches Academy Trust.



Check out our video:

[Here](#)

Interested? Here's how to apply:

Complete the online form [here](#)

The closing date for applications is:

Monday 2nd November 2026 at 9am.

Interviews will be held:

Wednesday 4th November 2026.

Person specification

	Essential	Desirable
 Qualifications and training	• A level of numeracy and literacy sufficient to carry out the job tasks. • GCSE in English or equivalent ability/experience.	• Current First Aid certificate.
 Experience	• Previous experience in administering First Aid. • Experience of mental health support for young people. • A good understanding of confidentiality, data protection and GDPR.	• Experience of working within a school environment.
 Personal qualities	• Be caring and compassionate. • Able to communicate confidently around sensitive issues.	

Person specification

	 Essential	Desirable 
 Organisation	• Able to use own initiative and undertake decisions in emergencies. • Able to work independently and as part of a team. • Able to respond calmly and positively under pressure. • Ability to produce accurate & to a high standard adhering to tight deadlines during interruption & conflicting demands. • Able to problem solve whilst working under pressure.	
 Skills	• Able to recognise the importance of Health and Safety issues. • Understands the importance of following policy and procedure. • Excellent interpersonal and communication skills. • Demonstrate good IT skills using a range of PC applications including MS Office packages & technology e.g. photocopier, laminator etc.	• Understanding of Health and Safety Regulations 1981.

Our investment in you

Talent Spotting our Future Leaders

Our Talent Pathway supports the professional development of staff within the trust. We identify leadership talent and leadership needs for future succession planning – ensuring relevant and practical leadership development opportunities for staff.

Our talent management programme and our Career Development Pathways provide a framework for the discussion of your leadership journey and the professional learning you can access along the way.

Talent Contract

The Talent contract is a promise; a covenant between yourself and the trust that the Trust will do its very best to support and develop you professionally. The Contract describes a variety of Professional development opportunities and encourages you to identify and pursue your training needs.

We believe successful creative lifelong learners participate in a journey of self discovery. They know how to learn, acquire skills and feel safe to take risks with confidence and courage.



Our investment in you

We really care about employee wellbeing and our commitment is set out in our Wellbeing Policy and Charter. This commitment is underpinned by our four pillars of wellbeing;

Emotional

Some examples include a robust induction programme, Trust newsletter, professional performance reviews (appraisal) and line manager check-in meeting. We have clear policies and procedures relating to all aspects of your employment and we carry out an annual wellbeing survey to gauge the health of our staff.

Physical

We are blessed that our schools are located in beautiful Shropshire market towns and /or rural locations. We can offer discounted local gyms and onsite facilities in our secondary schools.

Financial

We offer membership to two great pension schemes; Local government pension scheme and Teachers' pension scheme. Our terms and conditions are aligned to Burgundy Book & School Teachers Pay & Conditions Document (teachers) and NJC Green Book (associate staff). We also recognise continuous service for sickness, maternity and annual leave entitlements for those transferring under the Redundancy payments (local government) Modification Order (RPMO).

Social

Encouragement of great working relationships and sense of belonging through team building events, PD days, end of term events and Trust Awards evening.

Wellbeing Offer

We are delighted that our wellbeing offer includes access to a free confidential medical and wellbeing service with School's Advisory Service (SAS) for all staff. Services available include counselling, bereavement counselling, physiotherapy, menopause support and stress awareness sessions. We encourage staff to utilize SAS in seeking out preventative and early intervention by making support easily accessible for all!

Generous
non-contact
time for
staff



Bits you need to know

The Marches Academy Trust values each person equally. We are committed to building a diverse team and embedding a welcoming, inclusive culture that encourages diversity and authenticity. We believe this will encourage creative ways of thinking – ensuring we collaborate more effectively and achieve better outcomes. We welcome applicants from all qualified candidates who share this commitment.

Everyone within our Academy Trust shares the objective to help keep children and young people safe by contributing to:

Providing a safe environment for children and young people to learn in an education setting and identifying those who are suffering or likely to suffer significant harm, taking appropriate action with the aim of ensuring they are kept safe both at home and within the education setting and we expect all staff to share this commitment. Shortlisted applicants will be asked to declare any criminal convictions and will be subject to online checks. The successful applicant will be subject to an enhanced DBS check.

“This post is exempt from the Rehabilitation of Offenders Act 1974 and as such all applicants who are appointed to this post will be subject to an Enhanced Disclosure from the Criminal Records Bureau before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once provisionally appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at predetermined intervals during the course of their employment whilst in this post.”



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