

West Leigh Junior School

Job Title	Medical Support Administrator
Grade:	Level 4 Points 4-7
Responsible to	School Principal / Senior Leadership Team

Purpose of the job

To provide support for and manage the care of children with long term medical conditions across the school. To post holder will be responsible for ensuring the medical needs are met, and the appropriate paperwork and care plans are in place.

Duties and responsibilities

- To lead the managing of pupils with long term health conditions
- To be the first point of call to respond to any medical needs or emergencies for the pupils with long term health conditions
- To liaise with external agencies around medical/health issues in school and any related staff training required
- To liaise with parents concerning arrangements for children with long term health conditions, ensuring that arrangements are robust and consistent and parents are confident in our provision.
- To ensure all care plans are up to date and are presented to school staff and ensuring they understand their contents.
- To assist with the general welfare of pupils and provide wider pastoral support across the school when required and available.
- To update and edit medical information, including dietary requirements onto the school MIS and to class teacher (Dietary and Medical Needs in Class Sheet) as and when required to ensure accurate, up to date records maintained.
- To liaise with kitchen regarding pupil dietary requirements, allergies when needed.
- Liaise with West Leigh Infant school regarding medical needs for Year 2 children coming to Year 3 and ensure any medical needs are recorded/reported and appropriate provisions in place following transition.
- Support the administering basic first aid and medicine to all pupils and staff as required in keeping with the school's First Aid Policy and advise other staff where appropriate.
- Preparation of First Aid bags for First Aiders going on offsite trips, ensuring any more complex medical conditions are prepared for and understood by necessary parties.
- To provide intimate care if necessary.
- To help prepare for residential trips by organising provision for children with medical conditions and that necessary staff are aware of the provision in place.
- To provide additional support in lessons if required.

General

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out above. This may

be varied to meet changed circumstances in a manner compatible with the post held.

The post holder will undertake any relevant training.

The post holder is expected to show a responsible attitude towards Health and Safety and have due regard for their personal safety and that of others.

The post holder will support, uphold and contribute to the development of the school's equal rights policies and practices in respect of both employment issues and the delivery of services to the community.

The school is fully committed to providing opportunities for your continuous professional development in the form of training, mentoring, shadowing, role enrichment, coaching, peer development, etc.

You are expected to actively engage in and be committed to your continuous professional development in relation to the identified needs of the school and your current and future roles and responsibilities throughout your professional career.

This is a Regulated/Controlled Post and successful applicants will need to be able to register with the Independent Safeguarding Authority.