



Vacancy Position

Medical Support Administrator

Fixed Term for until 31 August 2026



Location

West Leigh Junior School, Ronald Hill Grove, Leigh-on-Sea, Essex, SS9 2JB

Salary

Level 4, Point 4 to 7, £25,185 to £26,403 pro-rata (£16,588 to £17,390 actual salary)

Hours of work

Hours of work: 8.45am to 3.30pm (1 hour unpaid lunch break), 28 hours and 45 minutes per week, term time only.

Start Date

ASAP

About the Role

To support the development of our team at West Leigh Junior School, we are seeking to appoint a Medical Support Administrator to join us.

The main scope of the job will be:

- To provide support for and manage the care of children with long term medical conditions across the school.
- To be the first point of call to respond to any medical needs or emergencies for the pupils with long term health conditions
- To be responsible for ensuring the medical needs are met, and the appropriate paperwork and care plans are in place.

Information about the School

West Leigh Junior School is part of Portico Academy Trust.

Portico Academy Trust aspires to be at the heart of the local communities it serves. We aim to deliver to local families an excellent primary education and create new opportunities for our pupils.

Set in the heart of the community, West Leigh Junior School offers a welcoming environment that provides a rich curriculum, where children can enjoy learning and where achievement in all aspects of life is celebrated.

Closing Date: 6th October 2025

Interviews: 14th October 2025

For further details or an application pack, please contact Mrs Rebecca Sanderson, Director of HR, Portico Academy Trust, Ronald Hill Grove, Leigh-on-Sea, Essex SS9 2JB

Telephone: 01702 987890

Email: recruitment@porticoacademytrust.co.uk

Please include a cover letter with your application form, commenting on how you feel you meet the person specification criteria and providing an insight into your relevant experience.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All appointments are subject to an enhanced DBS check and shortlisted candidates should be aware that the school will consider carrying out online searches as part of the due diligence on short listed candidates.

Application Documents

Application Form

Medical Support Administrator Job Description

Medical Support Administrator Person Specification

Application Email

Email: recruitment@porticoacademytrust.co.uk