



MEDICAL WELFARE OFFICER RECRUITMENT PACK

WELCOME FROM THE PRINCIPAL

Thank you for your interest in Rainhill High School.
I hope you find this information pack helpful. If you would like to know more about us before you apply please see our website rainhillhighschool.org.uk or alternatively contact jobs@rainhillhigh.org.uk

Our school has a long and strong record of academic success. The destinations that our students move onto are strong. Our continued focus is on raising the aspirations, achievements and confidence of all our students to ensure they have the best life chances; that all of our students leave us ready to take on the world with conviction and self-assurance. We make no apologies for having the highest expectations of all our students.

Our curriculum is ambitious. Students are expected to work hard, and this is complemented by our excellent pastoral care, support and guidance. You will find the staff here are determined to support academic achievement but also provide a wide range of enrichment and extra-curricular activities both within and beyond the classroom, ranging from trips to New York to football teams in school; all of which are important in building the confidence, resilience and experiences of every child.

Our school's mission is 'In Pursuit of Excellence' in everything that we do and our core values; Learn, Think, Contribute, Care, embody our determination to ensure that all our students receive a first-class education that enables them to take their place in society with confidence. We are a popular and high achieving school on the edge of Merseyside with a very strong reputation locally and significantly oversubscribed.

I am very proud of the continued success of Rainhill High School.



Mrs J Thorogood
Principal



ROLE OVERVIEW

COMMENCING:

As soon as possible

CONTRACT:

37 hrs per week
Term Time only
Permanent

CLOSING DATE:

9.00am on Friday 2nd October 2026

INTERVIEW DATE:

Thursday 8th October 2026

SALARY:

NJC 7-11 £22,758 - £24,581 actual pa
(£27,274 - £29,071 FTE)

LOCATION:

Rainhill High School, Merseyside
(Stephenson Multi Academy Trust)

We have an exciting opportunity for a committed, calm and highly organised Medical Welfare Officer to lead and coordinate the day-to-day medical welfare and first aid provision at our school.

The successful candidate will provide a consistent point of contact for students and staff with medical needs, ensuring that they receive safe, appropriate and compassionate support throughout the school day responding to medical incidents and emergencies, maintaining accurate medical records and ensuring that health needs do not create unnecessary barriers to attendance, learning or participation in school life.

The role involves coordinating first aid provision, supporting students and staff with complex and ongoing medical conditions, manage Individual Healthcare Plans and medication systems, working closely with parents/carers, school staff and healthcare professionals.

Monitoring patterns of first aid attendance and working collaboratively with our Pastoral, Attendance, SEND and Safeguarding teams to ensure students and staff receive the most appropriate support will be required.

The ideal candidate will have experience of providing first aid and working with children or young people with complex or ongoing medical conditions, have excellent communication and organisational skills and the ability to remain calm to make sound decisions in challenging situations.

Why Join Us?

- **Permanent, full-time role**
- **'Good' Ofsted-rated school (2023)** - Part of Stephenson MAT
- **Supportive inclusive environment** - Reduced workload, tech investment & career development
- **Excellent partnerships** - Hope University, Ambition Institute, Rainbow Teaching School Hub and more.

If you believe you have the skills and dedication to meet our standards, and be part of our pursuit of excellence, then Rainhill High is the school for you.

Rainhill High School and Sixth Form is committed to safeguarding and promoting the welfare of children and young people as well as promoting equality of opportunity and community cohesion where the diversity of different backgrounds and circumstances is appreciated and positively valued and expects all staff, volunteers and other workers to share in this commitment. This post is subject to an Enhanced Disclosing & Barring Certificate and online searches as part of our Safer Recruitment & Selection Procedures.

Prospective candidates are warmly encouraged to visit the school. To arrange a visit, please call

01744 677205

Please return application form to

jobs@rainhillhigh.org.uk



“The culture of improvement is something I love about working for Stephenson Academy Trust. At Rainhill High School, we have a bespoke approach to CPD for all staff members from ECT to Senior leader. Each member of staff is supported to work on their teaching pedagogy through a collaborative approach that meets the needs of the teacher at all stages of their practice. I feel that this quality of education centred approach supports the wellbeing of the staff and allows teachers to make significant and measurable improvements to their teaching and learning pedagogy which in turn supports the students.”

Rainhill Teacher

“Helping my child to be the best they can be.”

Parent

“A dedicated teacher who encourages and guides my child in lessons. Makes the lessons enjoyable and provides positive feedback. An excellent teacher.”

Parent

“Because from the caretaker to the headteacher, all the staff are amazing. Thank you.”

Parent

“Knowing that my child feels happy/safe whilst eager to learn around her.”

Parent

“Fantastic, great communication with parents and great educators, making learning fun and getting results.”

Parent

“I couldn’t have asked for a better form tutor for my son. It’s really reassuring to know that there is someone there to support him and check in with him daily. He has thrived since starting high school and I am very grateful for her kindness and reassurance.”

Parent



MEDICAL WELFARE OFFICER

Trust:	Stephenson Multi Academy Trust Rainhill High School
Grade:	NJC SCP 7-11
Contract:	37 hours per week Monday - Friday, Term time only Permanent
Start date:	As soon as possible
Responsible to:	Operations Manager

Purpose of the Post

To lead and coordinate the day-to-day medical welfare and first aid provision at Rainhill High School, ensuring that students and staff with medical needs receive safe, consistent and appropriate support and that their medical needs do not create unnecessary barriers to attendance, learning or participation in school life.

To act as the school's principal operational point of contact for student and staff medical welfare, coordinating Individual Healthcare Plans, medication systems, medical risk assessments, first aid provision and liaison with parents/carers and healthcare professionals.

To provide a consistent approach for students and staff presenting to first aid, working closely with pastoral, safeguarding, SEND and attendance colleagues to identify patterns of attendance and ensure students and staff receive the most appropriate support.

The postholder will work within their level of training and competence and in accordance with Individual Healthcare Plans, school policies and instructions or training provided by appropriately qualified healthcare professionals.

Specific Duties and Responsibilities

Day-to-Day Medical Welfare and First Aid

1. Lead the day-to-day operation of the school's medical welfare and first aid provision.
2. Provide first aid and medical welfare support to students and staff in accordance with training, competence and school procedures.
3. Assess students and staff presenting with illness, injury or medical concerns and determine the appropriate next steps within the scope of the role, including: return to lessons, continued observation or monitoring, contact with parents/carers, referral to another member of staff, escalation for professional medical advice or contacting emergency services.
4. Respond promptly to medical emergencies across the school site and coordinate the immediate response until responsibility is transferred appropriately.
5. Remain with and support students and staff during significant medical incidents until responsibility is transferred to a parent/carers, ambulance crew or other healthcare professional.
6. Provide support and monitoring for students and staff with complex and long-term medical conditions, which may include diabetes, epilepsy, severe allergies, cardiac conditions, cancer and other chronic or significant conditions.
7. Undertake student and staff-specific medical support and interventions where appropriately trained and assessed as competent by the relevant healthcare professional.
8. Provide advice, guidance and a second opinion to other trained First Aiders where required.

Students and staff with Complex Medical Needs

1. Act as the principal day-to-day school contact for students and staff requiring enhanced, regular or condition-specific medical support and, where appropriate, their parents/carers/next of kin.
2. Provide a consistent point of contact for students and staff with ongoing medical needs who may require regular monitoring, medication, treatment, reassurance or intervention during the school day.
3. Support students in accordance with their Individual Healthcare Plan or agreed medical arrangements, including responding to changes in their condition, providing appropriate monitoring and ensuring that agreed interventions are carried out safely.
4. Undertake student and staff-specific medical support and interventions where appropriately trained and assessed as competent by the relevant healthcare professional.
5. Monitor students and staff following a medical episode or intervention and determine, within the scope of the role and agreed procedures, when it is safe and appropriate for them to return to learning or when further medical advice or parental or other involvement is required.

6. Develop positive and appropriate relationships with students and staff with complex or ongoing medical needs to provide consistency, reassurance and continuity of support.
7. Liaise with parents/carers, School Nursing services, specialist nurses, hospital teams and other healthcare professionals regarding students' medical needs, changes in condition, concerns arising in school and any adjustments required.
8. Attend medical meetings, reviews and multi-agency meetings where appropriate and contribute relevant information regarding the student's presentation and support within school.
9. Monitor changes in students' medical needs and ensure relevant information is obtained, recorded and communicated to appropriate staff.
10. Coordinate reasonable medical adjustments required to enable students and staff to attend school, participate safely in school activities and access education.
11. Work proactively to support students and staff with medical conditions to remain in school and minimise unnecessary disruption to learning wherever it is safe and appropriate to do so.

Individual Healthcare Plans and Medical Risk Assessments

1. Coordinate the development, review and maintenance of Individual Healthcare Plans and other student medical plans.
2. Liaise with parents/carers, healthcare professionals and relevant school staff to ensure Healthcare Plans accurately reflect students' current needs and required support.
3. Ensure Healthcare Plans are appropriately authorised, recorded, stored and communicated to staff who need access to the information.
4. Complete and review student and staff medical and injury risk assessments, including those required following significant injury, diagnosis or changes in medical circumstances.
5. Identify appropriate temporary or longer-term adjustments, passes or arrangements arising from medical risk assessments and communicate these to relevant staff.
6. Seek specialist advice where required and escalate complex matters to the Operations Manager, SEND, Safeguarding or Senior Leadership Team as appropriate.
7. Maintain an overview of students and staff with significant medical conditions and ensure required plans and arrangements remain current.

Student Medication Management

1. Coordinate the safe receipt, storage, administration, recording and return/disposal of student medication in accordance with school policy.
2. Maintain an accurate central register of medication held within school.
3. Ensure appropriate parental consent and documentation is in place before medication is administered or stored.
4. Administer prescribed and agreed medication to students in accordance with school procedures and Individual Healthcare Plans.
5. Coordinate medication required routinely during the school day and follow up appropriately where students do not attend for planned medication.
6. Monitor medication expiry dates and stock levels and liaise with parents/carers regarding replacement medication.
7. Ensure emergency medication is accessible and appropriately stored.
8. Maintain accurate records of all medication administered.
9. Ensure medication arrangements are reviewed when students leave school or their needs change.
10. Provide advice and guidance to appropriately trained staff supporting students with medication or agreed medical interventions.

First Aid Coordination

1. Coordinate the school's First Aid rota and ensure appropriate first aid coverage is maintained.
2. Maintain an accurate central record of First Aid qualifications and training expiry dates.
3. Liaise with training providers and the Operations Manager to arrange First Aid training and refresher training.
4. Coordinate additional student-staff specific medical training where required, working with relevant healthcare professionals.
5. Ensure First Aid boxes, emergency equipment and medical supplies across the school are appropriately stocked, accessible, in date and fit for purpose.
6. Maintain an appropriate, safe and well-organised medical/First Aid area.
7. Support the review and development of First Aid and medical welfare procedures.
8. Ensure relevant information and updates are communicated to the school's First Aid team.

First Aid Records, Monitoring and Attendance Patterns

1. Ensure accurate records are maintained of First Aid attendances, accidents, medical incidents and treatment provided.

2. Ensure accidents and incidents are recorded appropriately and refer matters to the Operations Manager where further investigation or statutory reporting may be required.
3. Monitor First Aid attendance data and identify patterns, trends and frequent attenders.
4. Work with pastoral, attendance, SEND and safeguarding colleagues where patterns suggest that a student's needs may extend beyond medical intervention.
5. Provide a consistent approach to repeat attenders, helping to distinguish between medical need and circumstances where reassurance, pastoral support or an appropriate return to learning is the more suitable response.
6. Support appropriate interventions for students whose repeated attendance at First Aid may be linked to anxiety, avoidance of learning or wider pastoral concerns.
7. Produce periodic reports on First Aid attendance, medical incidents, trends and emerging issues as requested by the Operations Manager or Senior Leadership Team.

Safeguarding and Student Welfare

1. Work closely with the Safeguarding Team where medical presentations are linked to safeguarding concerns.
2. Provide immediate first aid following incidents including self-harm, substance-related incidents or other safeguarding-related injuries, within the postholder's training and competence.
3. Record and report safeguarding concerns promptly and accurately in accordance with school procedures.
4. Maintain appropriate professional boundaries and confidentiality whilst recognising when information must be shared for safeguarding purposes.
5. Contribute relevant medical information to safeguarding discussions and support plans where appropriate.
6. Work collaboratively with pastoral and safeguarding colleagues to ensure students and staff presenting with welfare needs receive appropriate support rather than relying unnecessarily on First Aid provision.

Transition and New Admissions

1. Coordinate the collection and review of medical information for students joining Rainhill High School, including the annual Year 7 transition process.
2. Identify students whose medical needs require further discussion, planning or specialist advice before admission.
3. Liaise with parents/carers, primary schools and relevant healthcare professionals to obtain Healthcare Plans, medication information and supporting documentation.
4. Ensure necessary Healthcare Plans, risk assessments, medication arrangements, passes and staff training are in place wherever practicable before the student starts school.
5. Ensure relevant medical information is accurately recorded on Arbor and other agreed school systems and communicated appropriately.
6. Provide reassurance and information to parents/carers regarding the school's medical welfare arrangements during transition.

Educational Visits and School Activities

1. Support the safe inclusion of students and staff with medical conditions in educational visits, residential visits, sporting activities and other school events.
2. Review student and staff medical information for educational visits and advise visit leaders on appropriate arrangements and adjustments.
3. Ensure medication, Healthcare Plans and relevant medical information are appropriately prepared for educational visits.
4. Advise the Educational Visits Coordinator and visit leaders where additional medical arrangements, suitably trained staff or further risk assessment may be required.
5. Attend educational visits as a designated First Aider where this is necessary and appropriate to the medical needs of the group.

Immunisation and External Health Services

1. Act as the principal operational liaison with School Nursing and other health services delivering programmes within school.
2. Coordinate practical school arrangements for vaccination and immunisation programmes where required.
3. Maintain effective working relationships with relevant external healthcare professionals and services.
4. Facilitate appropriate access to students and information for healthcare professionals visiting school, in accordance with school procedures.

Policies, Procedures and Compliance

1. Support the Operations Manager in reviewing and implementing policies and procedures relating to First Aid, supporting students and staff with medical conditions and medication.
2. Ensure medical welfare systems and records are maintained consistently and accurately.
3. Maintain confidentiality and ensure sensitive medical information is processed securely and appropriately.
4. Maintain own First Aid qualification and undertake additional training necessary to meet the medical needs of the school cohort.

5. Maintain competence in student-staff specific medical interventions through appropriate training and reassessment.
6. Identify areas where additional staff training, procedures or controls may be required and make recommendations to the Operations Manager.
7. Contribute to audits and reviews of medical welfare and First Aid provision as required.

Working with colleagues and other relevant professionals

1. Communicate effectively and sensitively with students, parents/carers, colleagues and external professionals.
2. Work collaboratively with Operations, Safeguarding, Inclusion/SEND, Pastoral and Attendance teams.
3. Share relevant student medical information appropriately so that informed decisions can be made about support and provision.
4. Develop effective professional relationships with School Nursing services, specialist nurses, NHS teams and other healthcare providers.
5. Recognise the boundaries of the role and the limits of their own competence and seek appropriate professional healthcare advice where necessary.
6. Contribute to relevant meetings and reviews as required.

Personal and professional conduct

- Uphold Rainhill High School's mission of **In Pursuit of Excellence** and the values **Learn, Think, Contribute, Care**;
- Demonstrate consistently high standards of personal and professional conduct;
- Treat all students with dignity and respect;
- Maintain appropriate professional boundaries;
- Maintain confidentiality;
- Participate in relevant meetings, training and performance development;
- Maintain professional competence relevant to the role;
- Work flexibly to meet the reasonable needs of the school.

Other

- To promote Rainhill's vision, values and expectations among the students and the year team.
- Attend and contribute to key school events involving your year group, such as progress evenings, options evening, results day, awards evenings, and more.
- To respond to parents in a timely manner and in line with the school's communication policy and be available for effective home-school liaison.
- High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements.
- To be responsible for improving your own practice through observation, evaluation and discussion.
- To comply with all School policies and procedures.
- To comply with the School's Health and Safety Policy and associated safeworking procedures and guidelines.
- To comply with the School's Comprehensive Equality Policy and to ensure that it is implemented within the service area of the post.

Generic Responsibilities

- To work consistently to uphold school's aims
- To work in a co-operative and polite manner with all stakeholders
- To work with students in a courteous, positive, caring and responsible manner at all times
- To take an active and positive role in the school's commitment to the development of staff, and their annual review procedures.
- To uphold all school policy and procedure towards safeguarding and promoting the welfare of children and young people.
- To work with visitors to the school in such a way that it enhances the reputation of the school.
- To seek to improve the quality of the school's service.
- To present oneself in a professional way that is consistent with the values and expectations to the school. The appearance of all staff should at all times always be supportive of school policies for the students e.g. professional and appropriate appearance at all times, including when out of school e.g. trips, CPD etc.

Review of Performance

Performance Management reviews will focus on the post holders' responsibilities. There is recognition that however good we are at our jobs, we should embrace the notion of 'continuous improvement'.

The details contained within this job description reflect the content at the date it was prepared. However, it is inevitable that, over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Trust will expect to revise this job description from time to time and will consult the postholder/s at the appropriate time.

PERSON SPECIFICATION

Criteria	E/D	A/I
Qualifications		
GCSE English and Mathematics at Grade 4/C or above, or equivalent	E	A
Current Level 3 First Aid at Work qualification or equivalent recognised Senior First Aider qualification	E	A
Willingness and ability to maintain Level 3/Senior First Aid certification throughout employment	E	A/I
Willingness to undertake student-specific medical training and competency assessment relevant to the school cohort, e.g. diabetes, epilepsy, anaphylaxis	E	A/I
Relevant qualification in Health & Social Care, Childcare, Education, Healthcare Support or similar	D	A
Knowledge and Experience		
Experience of providing First Aid and responding to medical incidents	E	A/I
Experience of working with children or young people	E	A/I
Experience of dealing sensitively and professionally with parents/carers	E	A/I
Experience of maintaining accurate, confidential and sensitive records	E	A/I
Experience of using databases, electronic record systems and standard Microsoft applications	E	A/I
Understanding of safeguarding and child protection responsibilities when working with children and young people	E	A/I
Understanding of confidentiality and appropriate handling of sensitive medical information	E	A/I
Understanding of the importance of accurate record keeping within medical and First Aid provision	E	I
Understanding of when a medical concern should be escalated to parents/carers, healthcare professionals or emergency services	E	I
Experience of supporting children or young people with complex, ongoing or long-term medical conditions	D	A/I
Experience of administering medication within agreed policies, procedures or Healthcare Plans	D	A/I
Experience of liaising with healthcare professionals, specialist services or other external agencies	D	A/I
Knowledge of Individual Healthcare Plans and the school's responsibilities for supporting students with medical conditions	E	A/I
Awareness of how medical, pastoral, SEND, safeguarding and attendance needs can interact and affect a student's access to education	D	I
Skills and Abilities		
Ability to remain calm, think clearly and respond appropriately during medical incidents and emergencies	E	A/I
Excellent organisational and time-management skills, with the ability to prioritise competing demands	E	A/I
Ability to work independently, use initiative and exercise sound judgement within the boundaries of the role	E	A/I
Strong verbal and written communication skills	E	A/I
Ability to develop positive and appropriate relationships with students with complex or ongoing medical needs, providing consistency, reassurance and continuity of support	E	A/I
Ability to appropriately challenge and redirect students where medical intervention is not required and support their return to learning	E	A/I
Ability to support students requiring regular monitoring, medication or agreed medical interventions in accordance with their Individual Healthcare Plan and within the postholder's training and competence	E	A/I
Ability to maintain accurate, organised and confidential records	E	A/I
Ability to work collaboratively with Operations, Pastoral, Safeguarding, SEND and Attendance colleagues	D	A/I
Ability to build effective working relationships with parents/carers and external healthcare professionals	E	A/I
Ability to maintain appropriate professional boundaries, confidentiality, reliability and discretion	E	A/I
Commitment to ongoing professional development and maintaining competence relevant to the role	E	A/I
Ability to produce reports and analyse basic medical welfare or First Aid data	E	A/I
Commitment to Equal Opportunities		
Ability to understand and demonstrate commitment to equality and diversity	E	A/I
E = Essential requirement of the role I = Assessed at Interview D = Desirable requirement of the role T = Task A = Assessed via the application form		



STEPHENSON TRUST

Stephenson Trust is based in Rainhill, Merseyside and is currently a single school in a multi academy trust. We have several external partners, including Hope University, Ambition Institute, SSAT, Rainbow teaching school hub and the educational endowment fund.

We are now seeking to expand in the next couple of years with those who share our desire to provide an excellent education

In our trust, our vision is one of excellence for everyone, pupils and staff. We believe that by working together, we can make a positive difference to children's lives. We place emphasis on wellbeing, collaboration and professional development for our staff, underpinned by research. Our aim is to ensure our students finish their education with us as well-rounded, well-grounded individuals who will make a positive contribution to society, which is partly achieved by ensuring our workforce is supported and professionally challenged, underpinned by comprehensive CPD programmes and wellbeing initiatives. We offer the following benefits, designed to promote your wellbeing and make your role enjoyable and rewarding.

For the right candidate there will be additional opportunities based on potential, ability and capacity to make a difference across the team and the school.

BENEFITS OF WORKING FOR STEPHENSON TRUST

- A culture that actively promotes a positive work-life balance
- Local Government Pension Scheme with a generous employer contribution
- Flexible and Family Friendly Policies
- Continued Professional Development
- Lifestyle benefits and discounts
- Competitive salaries
- Free on-site parking
- On-site catering facilities

HOW TO APPLY

<https://rainhillhighschool.org.uk/about/rhs-vacancies>

GUIDANCE FOR COMPLETING YOUR APPLICATION FORM

Your application form should be submitted to the school by email to the school's job vacancies email address provided, or by hard copy to the school postal address. Your application consists of two parts; the application form and the optional Equal Opportunities form.

Your application form will be used to measure you against the essential criteria as identified on the person specification. This is your opportunity to sell your skills, abilities and experience. It is important that you read the job description and person specification carefully and ensure that your application is tailored to the role you are applying for. You may also wish to submit a covering letter outlining how your career to date has prepared you for the post.

Take time to check your application form to ensure that you have completed all sections. Also check for any spelling and grammatical mistakes.

The Equal Opportunities form will be used to assist in monitoring the effects of the school's equal opportunities policy in recruitment and selection and will help us to develop and improve.

If you are applying for a post that includes working with children or vulnerable adults please include the date that you left secondary education. We may contact any of your previous employers to confirm information provided in your application.

Section 6: This is your opportunity to demonstrate to the shortlisting panel how you meet the essential criteria of the person specification. Use specific examples and evidence of your skills, abilities and experience to demonstrate how you meet the criteria.

Section 7: Please provide details of two referees, one of whom must be your current or most recent employer. Referees cannot be relatives or people writing solely in the capacity of friends. If you are applying for a post which involves working with children or vulnerable adults and you are not currently working with children or vulnerable adults, but have done so in the past, please provide details of the most recent employer of this type of employment.

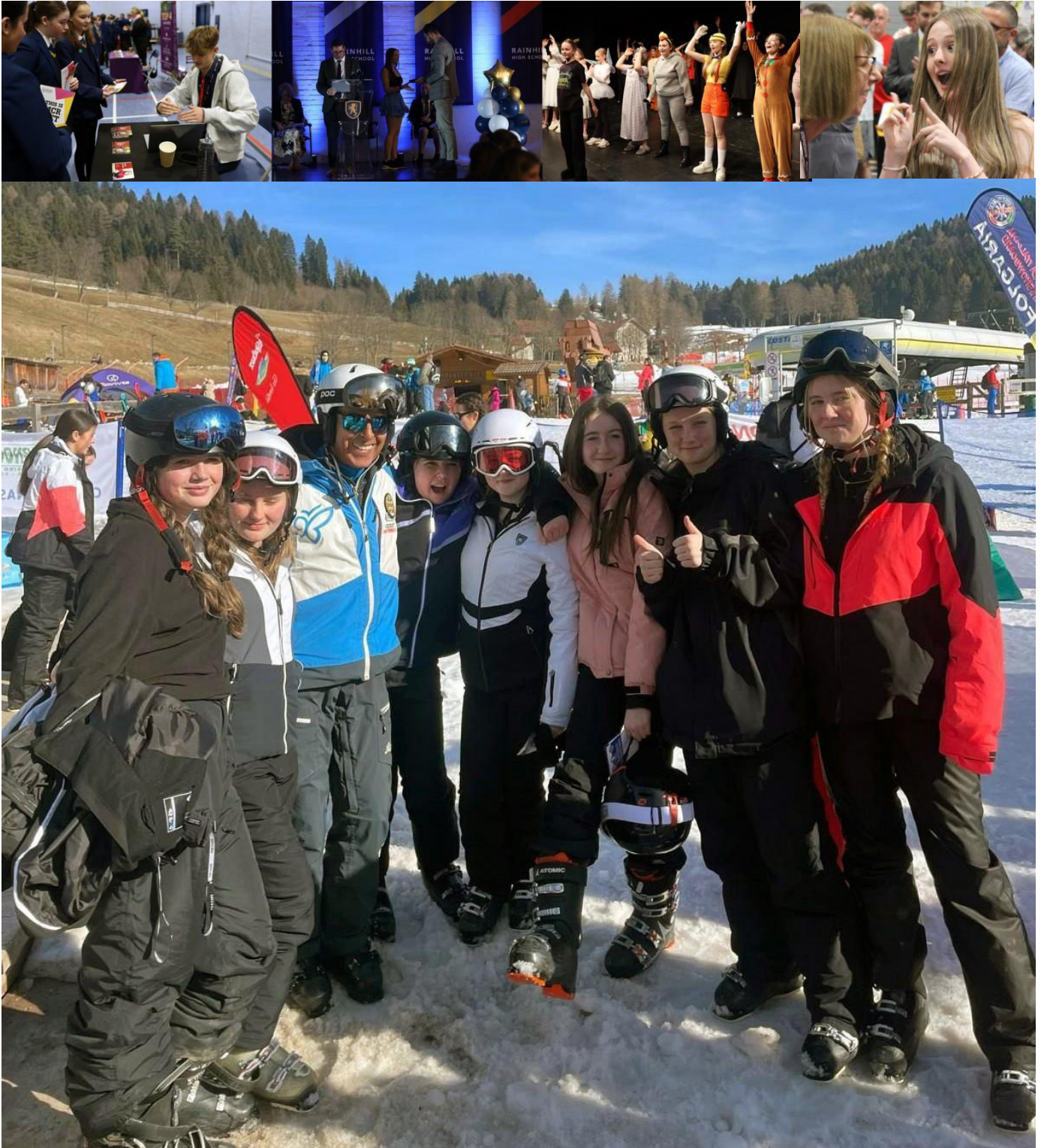
Section 14: In line with the statutory guidance document Keeping Children Safe in Education (2024) the trust will conduct online searches after the shortlisting process for any candidates who accept an invitation to interview.

You are required to sign the form to confirm that the information you have provided is accurate and true. Providing false or misleading information could result in your application being rejected, a conditional offer being withdrawn or lead to disciplinary proceedings which may result in dismissal. If you send your application by email, it will be deemed that you have signed the declaration. You will be required to sign a copy of your application form if you are invited for interview or if you are offered the post subject to further checks.

Application forms should be returned to jobs@rainhillhigh.org.uk

Please note it is our policy to retain all application forms for unsuccessful applicants for a period of six months, after which time they are securely destroyed.

Click here for the [Application Form](#)





**RAINHILL
HIGH SCHOOL**

RAINHILL HIGH SCHOOL
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