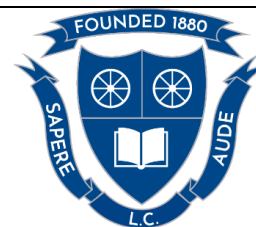


The Laurels Academies Trust
 Bitteswell Road
 Lutterworth
 Leicestershire
 LE17 4EW



STUDENT MEDICAL, FIRST AID AND ALLERGY LEAD

Permanent part-time position to start as soon as possible
 8.30am–4.00pm Monday to Friday, term time only, plus a balance of hours to attend training days and complete other job related duties during the school holidays.

Grade 8, points 15–18: £29,550 – £32,055 annual FTE
 Approximate starting salary of £23,928 per annum

“This is a school where staff care for the pupils and want the best for them”
“Pupils understand the value of each subject and how it might help them in the future”
(Lutterworth College Ofsted, January 2023)

We would like from you:

- Recognised First Aid Certification including First Aid at Work.
- Experience of providing medical or first aid support.
- The ability to respond promptly to medical and first aid incidents across the school site, which will involve being mobile throughout the working day.
- Awareness of common physical and mental health issues in secondary-age students
- Patient, empathetic and supportive, with the confidence to be firm and consistent when needed.
- Strong administrative skills.
- Organised, reliable and able to prioritise effectively.
- The ability to work professionally with students, parents/carers, staff and external agencies.
- GCSE grade A*–C or equivalent in Maths and English.

We can offer you:

- A strong commitment to your training and development.
- Fantastic students who are a pleasure to work with.
- Excellent facilities and resources.
- The opportunity to make a real difference to students' lives.
- Automatic enrolment to the Local Government Pension Scheme.
- Free on-site parking.
- Comprehensive wellbeing package.

For further information and details of how to apply please visit the vacancies page of our website www.lutterworthcollege.com and return completed application forms to:

Diane Orton E-mail: d.orton@lutterworthcollege.com

Closing date: Thursday 5th November 8am

Interview Date: week beginning 9th November

We welcome prospective candidates to arrange a tour of the College by contacting Diane Orton

While we acknowledge the advantages of AI in crafting personal statements for applications, we strongly encourage and expect applicants to personalise and tailor responses. Please note that the school may utilise AI checking solutions during the application review process and will be considered when shortlisting.

Lutterworth College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments will be subject to receipt of a satisfactory Enhanced DBS check, pre-employment checks, including evidence of your right to work in the UK, online checks and a satisfactory Health Check. References will be requested for all shortlisted applicants before interview.

Job Description

Post Title:	Student Medical, First Aid and Allergy Lead
Purpose of Post:	To promote and maintain the physical, mental, and emotional health and wellbeing of students and staff by providing medical expertise, supporting safeguarding processes, and ensuring the school meets its statutory health obligations.
Reporting To:	Estates Manager/School Business Leader
Salary / Grade:	8 (Points 15-18)
Hours:	1365 hours per annum, 35 hours per week during term time (8:30am – 4:00pm with a 30-minute unpaid lunch) plus 35 hours to be worked during the school holidays. You will be required to attend mandatory training days and other events as determined by your line manager. Working patterns are reviewed on an annual basis and may need to be varied to meet operational needs
Main (Core) Duties	
First Response • Act as the school's lead first aider, responding promptly across the school site to students presenting with illness or injury. • Assess whether emergency services are required and contact them when appropriate. • Ensure appropriate follow-up communication with parents/carers. • Maintain accurate records of all medical incidents, accidents, injuries and treatments on the schools' approved systems. • Liaise with parents to support students returning to school following illness, surgery or significant medical treatment. Long-Term Medical Conditions • Act as the lead coordinator for students with medical conditions, including allergen-related conditions. • Keep up to date on students with Individual Healthcare Plans. • Coordinate arrangements for medication, treatments and emergency interventions. • Monitor compliance with statutory guidance relating to supporting students with medical conditions. Medication Management • Oversee the safe storage, administration and recording of medication. • Maintain medication registers and parental consent records. • Ensure medication procedures comply with school policy and legal requirements. • Monitor medicine expiry dates and arrange replacements where necessary. Training and Compliance • Deliver or coordinate medical awareness training for staff. • Maintain own first aid certification.	

- Manage other school staff first aid certification and renewals.
- Keep up to date with relevant legislation, guidance and best practice.
- Support policy development relating to first aid, medication and medical conditions.
- Contribute to risk assessments for students with medical needs.

Allergy Management

- Maintain an up-to-date register of pupils with diagnosed allergies.
- Liaise with parents, healthcare professionals, and relevant staff regarding allergy management.
- Ensure reasonable adjustments are made for pupils with allergies.
- Ensure emergency medication (e.g. adrenaline auto-injectors) are available, in date, and easily accessible.
- Ensure appropriate staff receive practical training in recognising anaphylaxis and administering adrenaline auto-injectors.

Record Keeping and Data Protection

- Maintain accurate, confidential medical records.
- Produce reports and summaries as required by senior leaders.
- Ensure compliance with the GDPR and data protection requirements.
- Monitor trends in medical incidents and identify areas for improvement.

Medical Room and Equipment Management

- Ensure medical equipment and first aid supplies are adequately stocked and maintained.
- Monitor expiry dates and arrange replenishment of supplies

Additional duties to include:

- As a member of staff working in an educational setting to have a duty to help keep young people safe and to protect them from sexual, physical and emotional harm and to take reasonable steps to ensure the safety and well-being of students.
- To ensure awareness of and compliance with personal responsibilities and requirements communicated to me in School policies and procedures including Health & Safety.
- As a member of staff in an organisation that works in partnership with other organisations, to contribute to the development and sharing of good practice into partnerships with other schools and relevant bodies. This may include undertaking duties and work in other schools and at other locations.
- To carry out such other duties which may be required from time to time within the grading of the post.