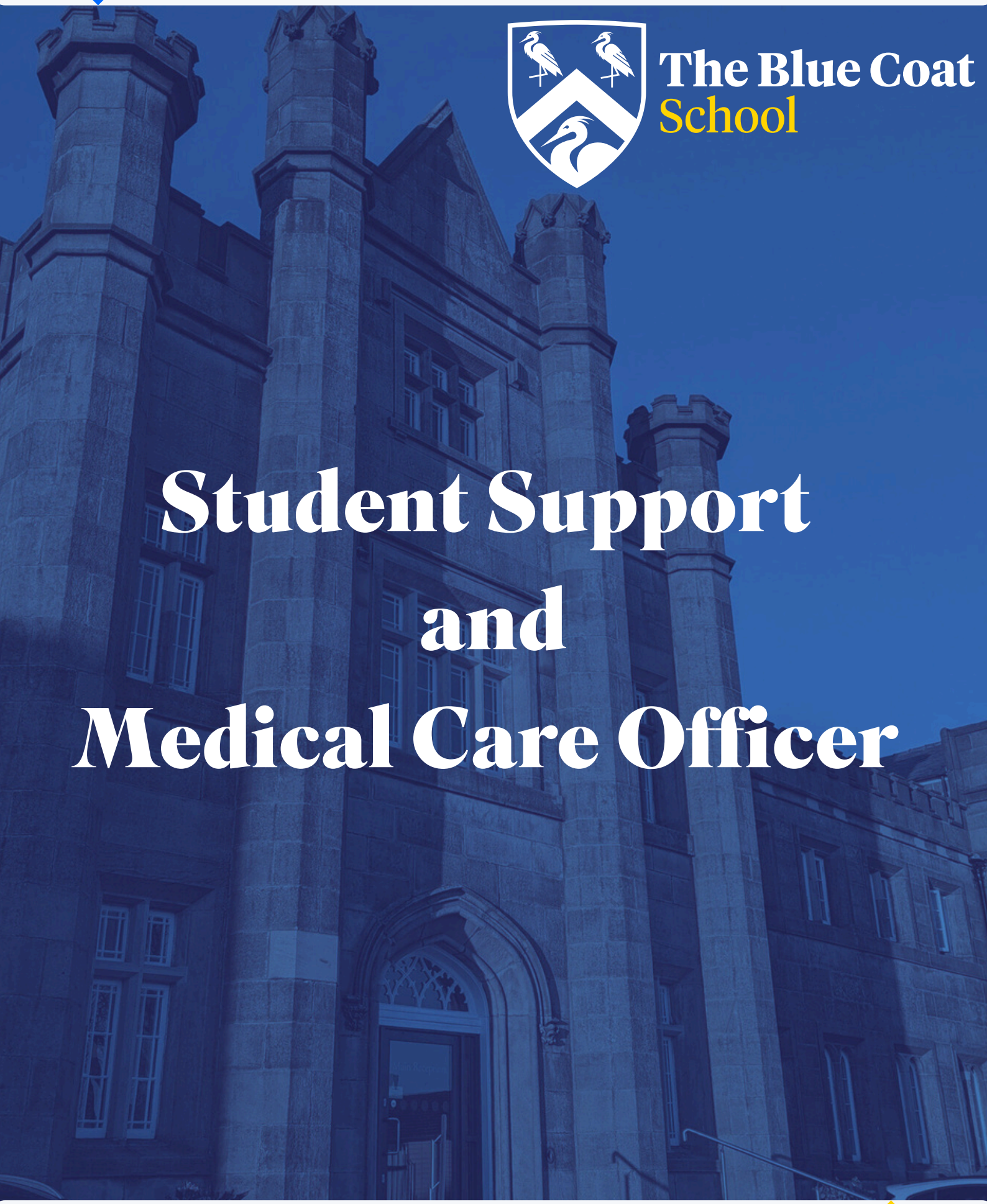


The Blue Coat School

Student Support and Medical Care Officer

PROUD TO BE PART OF
Cranmer Education Trust

The Blue Coat School

Cranmer Education Trust

Ofsted Outstanding Provider

November 2026

Dear Potential Candidate

Thank you for your interest in the post of Student Support & Medical Care Officer at The Blue Coat School (http://www.blue-coat.org).

We are proud to be an Ofsted Outstanding, vibrant and welcoming 11-18 Church of England school with over 1,700 students of diverse faith, culture and background. We are consistently the highest attaining state secondary school in Oldham and amongst the highest in the country.

From humble beginnings, we have become one of the biggest, and most successful schools in the country. The school has a national reputation for high-quality teaching and learning, pastoral care, consistently high examinations results, and outstanding progress. Our most recent Ofsted Inspection, in 2022, judged the school to be outstanding in every category.

Blue Coat is dedicated to serving young people, to enable them to become everything they can be and everything they are meant to be. We are a Church of England school that welcomes other Christian denominations, and of other faiths, and none. Our Anglican beliefs, values and worship are the core of our life together in school.

Our aim is that all our pupils become good human beings, good friends, neighbours, citizens - people we are proud to know. Their social and emotional development, their self-respect and their ability to self-manage are just as important as their cognitive development. Pupils who are happy and secure in their school learn well and become successful people. High-quality pastoral care is at the core of the school.

The Blue Coat School is part of The Cranmer Education Trust, a strong and growing multi- academy trust based in Oldham and Rochdale, with partnerships that extend into Tameside, Manchester, Stockport and beyond in the East Greater Manchester/ Pennine/ Lancashire region. We are committed to our local and regional area and the diverse communities that our schools serve, and to the training and professional development of all the people who work in schools to provide the quality of education, inspiration, and nurture that our young people need and deserve

We are seeking a caring, dedicated and professional individual to join our supportive Achievement for All team, providing medical, first aid, mental wellbeing and pastoral support across the school. You will play an important role in ensuring students feel safe, supported and ready to learn, responding to medical and wellbeing needs while helping to minimise time away from the classroom.

Continuing our legacy of excellence.

The Blue Coat School

Working closely with the Attendance and Welfare Team and senior leaders, you will also support good attendance and help remove barriers to learning.

We are looking for someone who is compassionate, calm, organised and approachable, communicates sensitively and professionally, works well under pressure and has a genuine commitment to supporting young people.

The person specification sets out the key experience, commitment and essential professional skills and qualities that we are looking for.

Full details about the post and application form are available from: Cranmer Education Trust Vacancies

If you would like to discuss the position further, please contact hr@blue-coat.org to arrange a call with a member of the Senior Leadership Team.

We look forward to hearing from you.

Yours sincerely,



Mr R Higgins
Headteacher

Continuing our legacy of excellence.

Job Advert

"Pupils, and students in the sixth form, flourish at this school. They are immensely proud of their school and its history. Pupils experience an ambitious curriculum that is successfully designed to build a deep and secure body of knowledge over time. They are exceptionally well prepared for the next stage in their education." (Ofsted 2022)"

Student Support & Medical Care Officer

Grade 4 SCP 12 - 17, £29,542 - £32,046 per annum (Pro-rata)

Actual Salary: £25,947 - £29,039 (dependent on continuous service & experience)

Full time, 36 hours 40 minutes per week

Term Time only plus 10 days

Permanent

We are seeking a caring, dedicated and professional individual to join our supportive Achievement for All team, providing high-quality medical, first aid, mental wellbeing and pastoral support to students across the school.

This is an important and rewarding role at the heart of our school community. You will help ensure that students feel safe, supported and ready to learn, providing the right care when they need it while helping to minimise time spent away from the classroom.

The role will include providing first aid and medical support to students, as well as general first aid assistance to staff. You will work closely with colleagues in the Attendance and Welfare Team and senior leaders, supporting students with medical needs and concerns and contributing to the school's work to promote good attendance.

We are looking for a candidate who:

- Is compassionate, organised, approachable and calm
- Has a genuine commitment to supporting young people and their wellbeing
- Can communicate confidently, sensitively and professionally with students, colleagues and families
- Can respond calmly and appropriately to a varied range of situations throughout the school day
- Is able to work effectively under pressure, using initiative and sound judgement
- Can self-motivate, plan and prioritise workloads effectively
- Is able to work independently as well as collaboratively as part of a supportive team

This is a varied and rewarding opportunity for someone who is passionate about making a positive difference to the health, wellbeing and education of young people.

The successful candidate will be expected to start as soon as possible.

Working for The Blue Coat School means that you would be part of the Cranmer Education Trust, a successful, growing Trust which prides itself on looking after its people, offering a high level of support and access to expertise. This is an excellent time to join the team, as we develop collaborative structures and systems to enhance and support our growing family of schools.

There are 10 schools in our trust, both primary and secondary schools, across Oldham and Rochdale. The trust also incorporates a teacher training school and the East Manchester Teaching Hub, which support the training and development of new and existing teachers across the North West of England.

For further details please visit: Cranmer Trust Vacancies

This position will be based at The Blue Coat School, Oldham, but may from time to time require travel as necessary to collaborate with other schools which are all locally based.

We offer:

- Opportunities for professional development in a growing Trust
- A strong school community that places children, families and staff at the heart of everything we do.
- A supportive team who will work with and alongside you to achieve the very best
- LGPS career average pension scheme including life insurance and dependent's pension
- Central Oldham location close to good transport networks

The Blue Coat School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The Cranmer Education Trust follows safer recruitment practices. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020 and appointment is therefore subject to a satisfactory enhanced disclosure from the Disclosure & Barring Service.

For further information please refer to:

- The Cranmer Education Trust's Safeguarding and Child Protection Policy **Trust Policies | Cranmer Education Trust**
- The Trust's statement on the employment of ex-offenders, in the vacancy Supporting Documents section.
- The job description and person specification for further information regarding the safeguarding responsibilities of the role.

Follow the link Vacancies to apply for this vacancy. Please note CVs are not accepted.

Closing date for applications:	Monday 16 November 2026 @ 09:00
Interview:	W/B 16 November 2026 - Date to be confirmed.
Start Date:	ASAP – Can be negotiated for the right candidate

The Cranmer Education Trust is an equal opportunities employer and will provide reasonable support to disabled applicants throughout the recruitment process.

**** Applicants are advised to submit their applications at the earliest opportunity. The Trust reserves the right to close the vacancy prior to the advertised deadline should a high volume of applications be received.**

Job Description

Role:	**Student Support & Medical Care Officer**
Salary:	**Grade 4, SCP 12 - 17**
Working Pattern:	**Full Time, Term Time Only plus 10 days**
Hours:	**08:30 - 16:20**
Contract:	**Permanent**
Reporting to:	**Assistant Headteacher (Achievement for All) &** **Estates & Compliance Manager**

Purposes of Post

To provide whole school medical, first aid, mental welfare and pastoral support as part of the school's Achievement for All team ensuring that students are well supported whilst minimising their time spent away from the classroom.

Key Tasks

First Aid

1. Lead the school's first aid provision and rota, ensuring training, record-keeping and delivery are compliant and efficient.
2. Administer first aid to staff and students and assist with emergency procedures.
3. Maintain accurate first aid records and equipment, ensuring compliance with first aid and health and safety policy and procedures.
4. Check first aid boxes and equipment (e.g. defibrillator) are checked in accordance with statutory guidance.
5. Make suggestions for improvements and efficiencies in the school's approach to first aid to the Estates & Compliance Manager.
6. Work with colleagues across the school to minimise students' time away from the classroom.
7. Work with the Estates and Compliance Manager to ensure that first aid communications are shared across the staff group as appropriate.

Medical Needs

1. Support students with medical needs in accordance with professional advice and support and the Trust's Medical Needs policy.
2. Undertake necessary training to manage individual students' medical needs.
3. Work with senior colleagues and external health / school nursing professionals to ensure that students with medical needs are able to maintain good school attendance.
4. Liaise with parents regarding care of students with medical needs and the gathering of medical evidence.
5. Work with senior leaders to ensure the Medical Needs policy is compliant, relevant and up to date.
6. Work with the Student Support and Attendance Manager to ensure that medical needs communications are shared across the staff group as appropriate.

Medical Needs - Continued

7. Liaise with external agencies and specialist healthcare professionals, as appropriate, to coordinate support for students with complex or specific medical needs.
8. Create, implementation and review of Individual Healthcare Plans and PEEPs, ensuring that information from families, healthcare professionals and school staff informs appropriate provision.
9. Support students returning to school following illness alongside the Achievement for All Team.
10. Work collaboratively with pastoral and safeguarding colleagues to identify and respond to the emotional impact of medical conditions and support alongside the Achievement for All Team.
11. Produce risk assessments for pupils with medical needs attending school trips or off-site activities. Laise with the Estates and Compliance Manager to ascertain what statutory obligations must be met.
12. Produce, where appropriate, briefings for staff on specific trip relevant medical conditions based on own training and knowledge. (This will not replace the need for 1st aid training or 1st aid provision)
13. Work closely with the Achievement for All (SEND) team to coordinate and review provision for students with complex medical needs, including those with associated special educational needs or disabilities. Contribute to individual support plans, risk assessments, reasonable adjustments and multi-agency discussions to ensure a joined-up approach to students' medical, educational and emotional needs.
14. Act as a named key worker for identified students with Individual Healthcare Plans, providing a consistent point of contact for students, families, school staff, the Achievement for All (SEND) team and external healthcare professionals. Coordinate and monitor the implementation and review of agreed medical support, promote students' emotional wellbeing and ensure that any changes in medical needs are communicated promptly to relevant colleagues

Mental Welfare & Pastoral Support

1. Work with the Assistant Headteacher (Achievement for All) to support the welfare of targeted group/s of students.
2. Work with colleagues to help sustain students' good attendance and positive mental wellbeing.
3. Undertake appropriate training to support students' pastoral and mental health and wellbeing needs.
4. Following training, share any relevant information with relevant staff in a concise manner relevant to their role.
5. Liaise with stakeholders, including staff, parents, social workers and healthcare teams to support students who are experiencing difficultly.
6. Support the Student Support and Attendance Manager in promoting, encouraging and managing good attendance.
7. Nurture and support students experiencing difficulty, coordinating communication with colleagues, parents and external agencies and other parties as appropriate to ensure that students receive adequate support.
8. Participate in home visits as required.
9. Plan, deliver and review structured mentoring sessions for identified students medical related difficulties or barriers to school engagement.
10. Contribute to multi-agency meetings and professional discussions involving families, Local Authority representatives, healthcare professionals, hospital teams and other external agencies, sharing relevant information appropriately and supporting the implementation of agreed strategies within school.

General Student Services Support

1. Play an active role within the Achievement for All team, helping colleagues when workloads dictate.
2. Play an active role within the wider school pastoral team and systems, ensuring that communications, knowledge, training and safeguarding concerns are recorded and shared immediately as appropriate.
3. Carry out administrative tasks in relation to AFA work.
4. To undertake other duties of a similar nature as requested.
5. Ensure school systems are accurately updated with first aid, medical and safeguarding events.
6. Work closely with the Achievement for All (SEND) team to coordinate and review provision for students with complex medical needs, including those with associated special educational needs or disabilities.

Standard Duties

1. Proactively promote and comply with safeguarding / child protection in all areas of responsibility.
2. Understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all.
3. To uphold and promote the values and ethos of the school.
4. Implement and uphold all policies, procedures and codes of practice of the school.
5. Support the school's Health, Safety and Welfare policy and be aware of the responsibility for personal Health, Safety and Welfare and that of others reporting any hazards and actively contribute to the security of the school, e.g. challenging a stranger on the premises.
6. Participate fully in staff training and development opportunities including attendance at staff meetings, and work to continually improve own and team performance, sharing skills and expertise with others as required.
7. Keep abreast of new technology, and make suggestions for improvement, assisting in the review and improvement of operational procedures as required.
8. Undertake any other additional duties commensurate with the grade of the post

Whilst every effort has been made to set out the main duties and responsibilities of the post, each individual task undertaken may not be identified.

This job description is a guide to the duties and should be read in conjunction with the accompanying person specification.

The post is subject to an Enhanced DBS including a check against the children's barred list.

Person Specification	E	D	A/I
Qualifications			
High level of general education including GCSE Mathematics and English A*-C (or equivalent)	✓		A
Willingness to obtain relevant first aid, mental health first aid and other health and wellbeing courses appropriate to the role	✓		A/I
Hold current valid Emergency First Aid at Work/First Aid at Work certificate Qualification		✓	A
Experience & Knowledge			
Experience of working in education		✓	A/I
Experience of working with young people	✓		A/I
Administrative experience including accurate record keeping	✓		A/I
Experience of delivering medical support in a professional capacity		✓	A/I
Can proactively plan & manage workload whilst reacting/responding to situations which arise	✓		A/I/T
Experience of liaising effectively with other organisations and agencies to deliver outcomes		✓	A/I
Professional Skills & Abilities			
Empathy and approachability, with clear respect for young people	✓		I
Ability to inspire respect and confidence	✓		I
Professional resilience and integrity and the ability to handle confidential issues and material sensitively and appropriately	✓		A/I
Excellent communication skills with both adults and children	✓		A/I/T
Ability to work under pressure, self-motivate, plan, organise and prioritise effectively	✓		A/I/T
Ability to use initiative and be proactive	✓		A/I/T
Can demonstrate reliability, flexibility, professionalism	✓		A/I
Ability to work as part of a team	✓		A/I
Demonstrate a commitment to safeguarding and promoting the welfare of the students	✓		A/I
Ability to work to deadlines with excellent attention to detail and accuracy levels	✓		A/I/T
Ability to analyse and interpret data	✓		A/I
Personal			
Flexibility with working hours and ability to cope with a wide range of tasks in a busy and changing environment	✓		A/I
Excellent timekeeping and attendance record with an enthusiastic and positive attitude	✓		A/I
A commitment to equal opportunities	✓		A/I
Special Working Conditions			
Full driving license		✓	A

Essential:	E	Desirable:	D

Application:	A	Interview:	I	Test:	T

N.B. Any candidate with a disability who meets the essential criteria will be guaranteed an interview