

# Job Description and Person Specification

**Post Reference:** 2784

**Job Title:** Student Welfare & Medical Lead

**Academy Name:** Leeds West Academy

**Grade:** SO1 (Actual Salary £31,273 to £33,024)

**Hours:** 37 hours per week, term time only plus 15 days

**Accountable to:** Operations Manager

## Job Description

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### Role:

In this role, you will be responsible for ensuring a high standard of care whilst performing several responsibilities to provide a service around Health & Safety: processing risk assessments, Personal Emergency Evacuation Plan's (PEEP's), assessing Medical and Dietary requirements and fulfilling the role of the medical & First Aid Lead for the academy.

This post requires close liaison with teaching staff, student representatives and third-party providers to ensure students' needs are being met and will contribute to all policies and plans to support students' welfare.

The successful candidate will have proven knowledge and experience in order to perform the role adequately and successfully

In addition, you will be responsible for the administration of the requirements of the associated policies to ensure these are clear and accurate. The successful candidate will demonstrate an ability to work within a team with a calm, professional and caring persona and courteous and caring behaviour to pupils, colleagues, and parents at all times. Previous experience of working within a school environment would be an advantage.

*NB: All post-holders at the White Rose Academies Trust are responsible for improving the outcomes for learners and upholding the ethos of the academies. Keeping Children Safe in Education and the guidance for Safer Working Practices directs the work of every adult working at or associated with the White Rose Academies Trust.*

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### Duties and Responsibilities:

- Manage and create student risk assessments for and including General, Medical, Dietary and Personal (e.g., Self-harm)
- Work in conjunction with the SEND team to coordinate, Personal Emergency Evacuation Plans (PEEP's) and ensure all staff are regularly updated of any changes.
- Engage with outside agencies to ensure coordinated partnerships offers the best support to the learner and family where needed inline
- Complete any administrative requirements promptly and accurately for the Medical Register
- Ensure adequate first aid provision for students and staff by liaising and coordinating assigned First Aiders in school. Oversee the reporting of incidents on the school medical tracker system and Arbor including liaising with parents.

- Coordinate and collate the individual Pupil Health Record form for each pupil on roll ensuring specific risk assessments are in place where required and completed in accordance with the Health & Safety Policy. Producing analysis of information when requested
- Ensure that systems and records are in place and maintained to comply with the School's First Aid Policy and other policies as required
- Keep up to date with all relevant legislation, including Safeguarding, Health & Safety, Risk Assessments and PEEPs for staff and students
- Work with the operations manager and to co-ordinate all first aid records and provide and organise first aid training for staff
- Maintain the medical room, first aid kits and defibrillators around school including ordering additional resources ensuring there is a stock of equipment and materials.
- Work in conjunction with the catering team to ensure dietary needs and changes are reflected in the catering systems.
- Receive, store and maintain records and administer medication as directed.
- Arrange for students to go to hospital/home etc and accompany them where necessary
- Work with senior leaders in identifying patterns and trends for first aid, accident reporting and attendance proactively seeking solutions to address these trends.
- Create communications to different stakeholders on first aid/Accidents compliance, data and analysis on a half termly basis.
- Update the kitchen manager with specific dietary requirements of students to ensure that those requirements are catered for.
- Work with the Operations Manager to ensure student immunisations are organised effectively liaising with staff in school and the school immunisations team.
- Comply with security requirements of the position, ensuring keys and medicines are kept secure and that data protection requirements are met.
- Take ownership of your own professional development requirements to competently comply with medical practice.
- Must be able to use Microsoft packages to collate data and to produce reports accordingly
- Carry out any other duties appropriate to the post which may be required.
- Keep accurate records of first aid logs and accident forms on Arbor MIS system
- Ensure efficient review of all accident forms and liaising with the Operations manager/Business Manager for completion of the report
- Obtain evidence from parents/carers for any medical needs/additional support and ensure students are issued with the corresponding passes

- Reviewing of medical passes to ensure up to date information/evidence is gathered.
- Work alongside the operations manager/Business manager in supporting with the Local authority annual Health and Safety audit.

### **Equal Opportunities:**

- Promote equality of opportunity so that all children, young people, and families can access and benefit from our Trust.
  - Support the wellbeing, safety, and success of all students and young people, enabling positive educational and life outcomes.
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### **Professional Responsibilities**

- Uphold the professional standards expected of all academy staff in all interactions with colleagues, students, parents/carers, and the wider community.
- Act in accordance with the values, aims, and mission of the academy and White Rose Academies Trust.
- Contribute positively to the continuous improvement of the academy and to personal professional development through participation in training, meetings, appraisals, and by sharing ideas for improvement.
- Work collaboratively as a positive and supportive member of the team, recognising when to seek advice, guidance, or support.
- Apply academy and Trust policies and procedures consistently in all aspects of the role.
- Engage in reflective practice and appropriate continuing professional development (CPD) to improve effectiveness and maintain high standards.
- Contribute to the wider life, ethos, and objectives of the academy, including attendance at relevant meetings, training days, and events as required.

### **Safeguarding, Compliance and Conduct**

- Comply with all academy and Trust policies and procedures, including those relating to safeguarding and child protection, health and safety, security, confidentiality, and data protection, and report any concerns promptly to the appropriate person.
- Take responsibility for safeguarding children and young people and for promoting their welfare, in line with statutory guidance and academy procedures.
- Maintain appropriate professional boundaries and conduct at all times.

Whilst every effort has been made to explain the main duties and responsibilities of the post, not all individual tasks can be identified. The job description may be amended by the Principal or Accounting Officer to reflect or anticipate changes to the role, commensurate with the grade and job title.

The post-holder may be required to undertake additional duties, as reasonably requested, to ensure the effective operation of the academy.

The Governors and Principals of White Rose Academies Trust are committed to safeguarding and promoting the welfare of children and young people and to ensuring that safer recruitment practices are in place.

White Rose Academies Trust values diversity and seeks to create a workforce that reflects the communities it serves. Applications are welcome from all individuals regardless of sex, sexual orientation, race, religion or belief, marital status, age, or disability.

White Rose Academies Trust expects all staff and volunteers to share this commitment. Appointments will be subject to Safer Recruitment procedures, including an enhanced Disclosure and Barring Service (DBS) check. A criminal record will not necessarily prevent employment; this will depend on the nature of the offence and the circumstances.

This role involves contact with children and constitutes regulated activity. It is an offence to apply for this role if you are barred from engaging in regulated activity relating to children.

# Person Specification

It is essential that the candidate should be able to demonstrate the criteria for the post within the context of the specific duties and responsibilities of the role: Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements. Candidates are not required to meet all the desirable requirements, however these may be used to distinguish between acceptable candidates.

**You should be able to demonstrate that you meet the following criteria which are all essential:**

E = Essential D = Desirable

**Measured by:**

A = Application Form

T = Test/Exercise

P = Presentation

I = Interview

R = References

**Qualifications**

<b>D</b>	First Aid at Work Certificate	<b>A</b>
<b>E</b>	5 A* - C GCSE's including English and Maths or equivalent	<b>A</b>

**Knowledge and Experience**

<b>E</b>	Knowledge, understanding and commitment to equality, diversity and inclusion informed by practical experience and application	<b>A I R</b>
<b>E</b>	Knowledge, understanding and commitment to safeguarding and promoting the welfare of students	<b>A I R</b>
<b>E</b>	Ability to form and maintain appropriate relationships and personal boundaries with students	<b>A I R</b>
<b>D</b>	Experience of working with children in a nursing capacity and be prepared to maintain good working practice through training and qualification	<b>A I</b>
<b>D</b>	Experience of assessing children and reviewing outcomes for additional medical needs	<b>A I</b>
<b>D</b>	Experience of working with other agencies in relation to promoting excellent wellbeing for children and young people	<b>A I</b>
<b>D</b>	Experience of supporting families to understand the importance of attendance	<b>A I</b>
<b>D</b>	Experience of working in a school setting	<b>A I</b>
<b>D</b>	Experience of managing a busy first aid department	<b>A I</b>
<b>D</b>	Experience of completing risk assessments and PEEP's for pupils and staff	<b>A I</b>
<b>D</b>	Experience of managing medication and administering as directed	<b>A I</b>
<b>E</b>	Experience in the ability to communicate and liaise with all school stakeholders and external professionals	<b>A I</b>

### **Skills, Attributes, and Abilities**

<b>D</b>	Skills and knowledge of working in an education establishment providing first aid and liaising with parents	<b>A I</b>
<b>D</b>	Ability to complete risk assessments and managing dietary requirements	<b>A I</b>
<b>D</b>	Good working knowledge of current national and local children's policy and legislation	<b>A I</b>
<b>D</b>	Good working knowledge of the health needs of children and best practice in ensuring health concerns	<b>A I</b>
<b>E</b>	Confident in the use of Microsoft packages/CMIS	<b>A I</b>
<b>E</b>	Good communication and interpersonal skills	<b>A I</b>
<b>E</b>	Good organisational and time management skills	<b>A I</b>
<b>E</b>	Ability to work collaboratively with colleagues/parents/carers and others	<b>A I</b>
<b>E</b>	Ability to take responsibility and work with autonomy within set boundaries	<b>A I</b>
<b>E</b>	Motivated towards own professional development	<b>A I</b>
<b>E</b>	Taking a firm but fair approach ensuring the values of care, commitment and community are promoted at all times	<b>A I</b>
<b>E</b>	Able to work on own initiative and as part of a team	<b>A I</b>
<b>E</b>	Committed to safeguarding and promoting the welfare of children and young people	<b>A I</b>

### **Behavioural and Other Characteristics**

<b>E</b>	Committed to continuous improvement	<b>A I</b>
<b>E</b>	Carry out all duties having regard to an employee's responsibility under Health & Safety Policies	<b>A I</b>
<b>E</b>	Willingness to actively participate in training and development activities to ensure up to date knowledge, skills, and continuous professional development	<b>A I</b>
<b>E</b>	Willingness to undertake further professional training as appropriate	<b>I</b>

White Rose Academies Trust is committed to safeguarding and promoting the welfare of its students and expects all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and an enhanced DBS check.

Please note this role will involve contact with children and you will be engaging in regulated activity. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

We promote diversity and want a workforce which reflects the population of Leeds. Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age, or disability.