



Job Description: Student Wellbeing Officer

Post title	Student Wellbeing Officer
School:	Arbour Vale School
Salary and grade:	Level 5, FTE £31,473.00 - £34,281.00, Actual Salary - £28,332.50- £30,860.30 Plus Special School Allowance FTE £1,315.07 - Actual - £1,183.80
Line manager/s:	Michelle Wallis
Supervisory responsibility:	

Purpose of the post

The Postholder, will support key medical and health-related responsibilities for ensuring the smooth management of medication, first aid, immunisations, staff training, and student health support. It details administrative duties, compliance checks, and coordination with medical professionals to maintain a safe and efficient school environment.

Key responsibility areas

1. Medication Management:

- Signing in of medication on an as-needed basis (most days).
- Ensuring care plans are up to date with nursing team and filed.
- Support with the delivery of controlled drugs and insulin daily.
- Responsible for signing in and out respite medication at the start and end of the day.
- First point of contact for staff and the respite team with any medication queries.
- Liaise with families, doctors, and pharmacies regarding medication when needed.
- Regular checks on rooms to ensure medication and paperwork are being properly maintained.
- Monitoring of safe practice around school (e.g., ensuring emergency medication is carried appropriately).

2. Medical Support in School:

- Support with first aid situations in the school.

- Attend *9 medicals and oversee the situation.
- Oversee/organise immunisations for the whole school.
- Arrange training for staff with the school nurse as needed for individual student competencies.
- Update training records in conjunction with school nurses and the Attendance Officer.
- Ensure care plans are up to date and properly filed.
- Ensure smooth transition of medical information to new classes at the end of each year.
- Sorting and filing new student medical information forms upon enrolment.
- Filing medical information and ensuring class staff are aware of relevant details.
- Liaising with the dietician regarding feeding plans.

3. Administrative Responsibilities:

- Organising the start of the summer term, folders for each department, signing in of meds and organising of MARS Sheets.
- Printing MARS sheets monthly.
- Collecting and collating MARS sheets monthly.
- Conducting spot check monitoring to ensure systems are being used effectively.
- Ordering medical resources and updating first aid boxes.
- Organising and maintaining medical training records in collaboration with school nurses and the Attendance Officer.
- Ensure the smooth transition of medical information at the end of each year, to new classes.

4. Staff and Student Support:

- Supporting with movement of staff to ensure medical coverage in classes daily.
- Supporting school trips where needed.
- Liaising with external medical teams, including but not limited to school nurses, dieticians, paediatricians, continence nurses, vaccination teams, diabetes specialists, and stoma teams.
- Supporting Home-School Liaison and Therapies Managers as needed, especially during busy periods.

5. Facility and Compliance Checks:

- Regular checks on rooms to ensure medication and paperwork are properly managed.
- Monitoring and ensuring safe medical practices throughout the school.

Signature of post holder:

Date: / /

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Signature of Principal:

Date: / /

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