Voluntary Medical Compliance Advisor

(Part-time, 2 days per week
Start date: as soon as possible)

Information Pack



Elliot Foundation Values



Put children first



Be safe



Be kind & respect all



Be open



Forgive



Make a difference



Welcome from Hugh Greenway, Chief Executive Officer

The Elliot Foundation is a successful, charitable multi-academy trust specialising in primary academies. We consist of 37 schools spread across 3 different regions in the UK (London, East Anglia and the West Midlands) and a Head Office based in central London.

The simple fact that you are considering volunteering your time to the Trust makes you one of the good guys. On behalf of the thousands of children currently in Elliot Foundation schools and those children yet to join us, thank you. Without people like you, there would be no future for our society or our world. You can play an important role in supporting our schools to maintain high standards of medical compliance, ensuring staff feel equipped and confident to safely meet the individual medical needs of our pupils.

Working with The Elliot Foundation will mean you will be given continuous opportunities to challenge and develop your skills and work with a variety of experienced and skilled colleagues. WeI look forward to working with you.



Our East Anglia cluster of schools

[Cavalry Primary School]

[Elm Road Primary]

[Eyrescroft Primary School]

[Highlees Primary School]

[Millfield Primary School]

[Nene Infant and Nursery School]

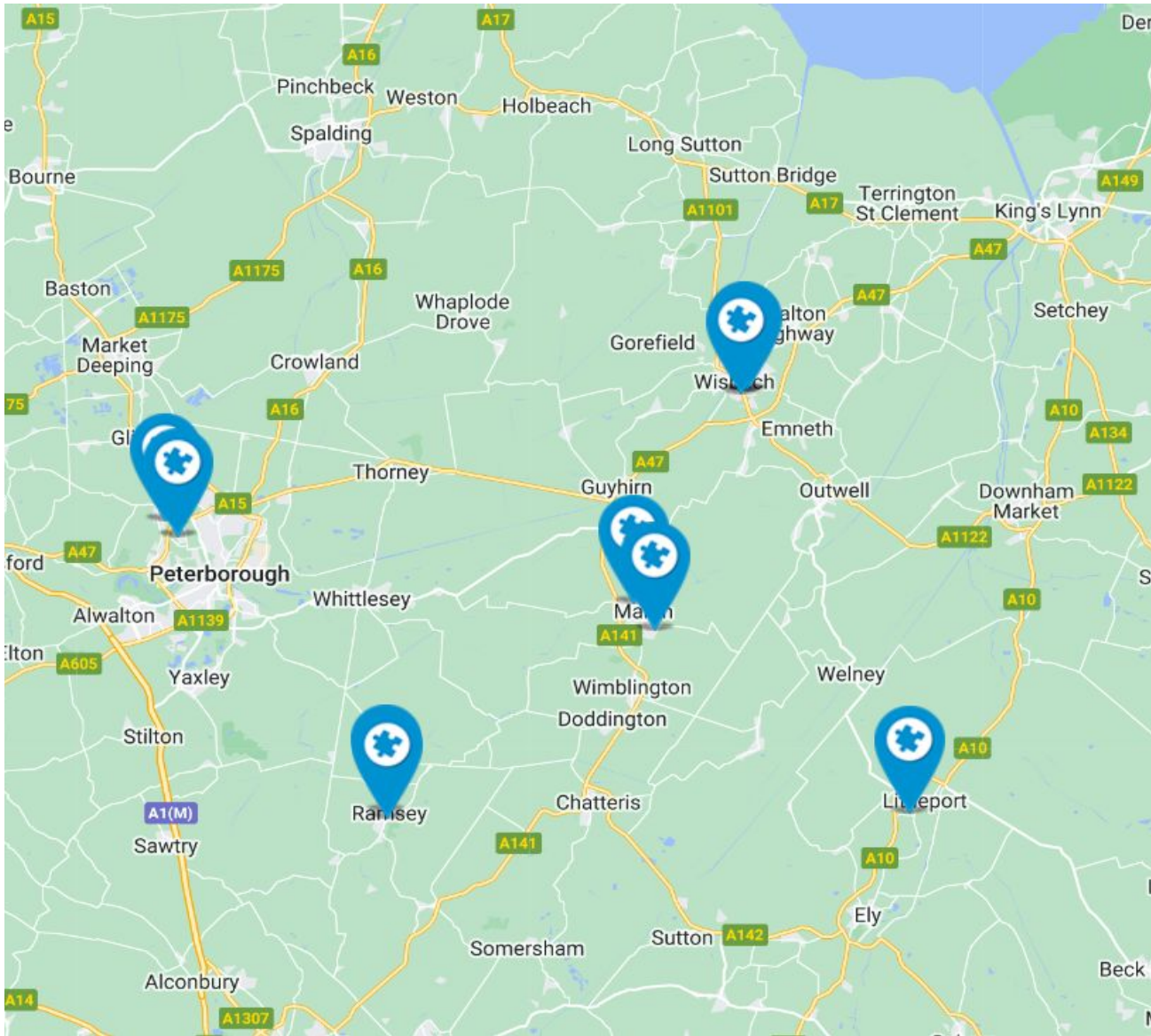
[Ramnoth Junior School]

[Ramsey Junior School]

[Ramsey Spinning Infant School]

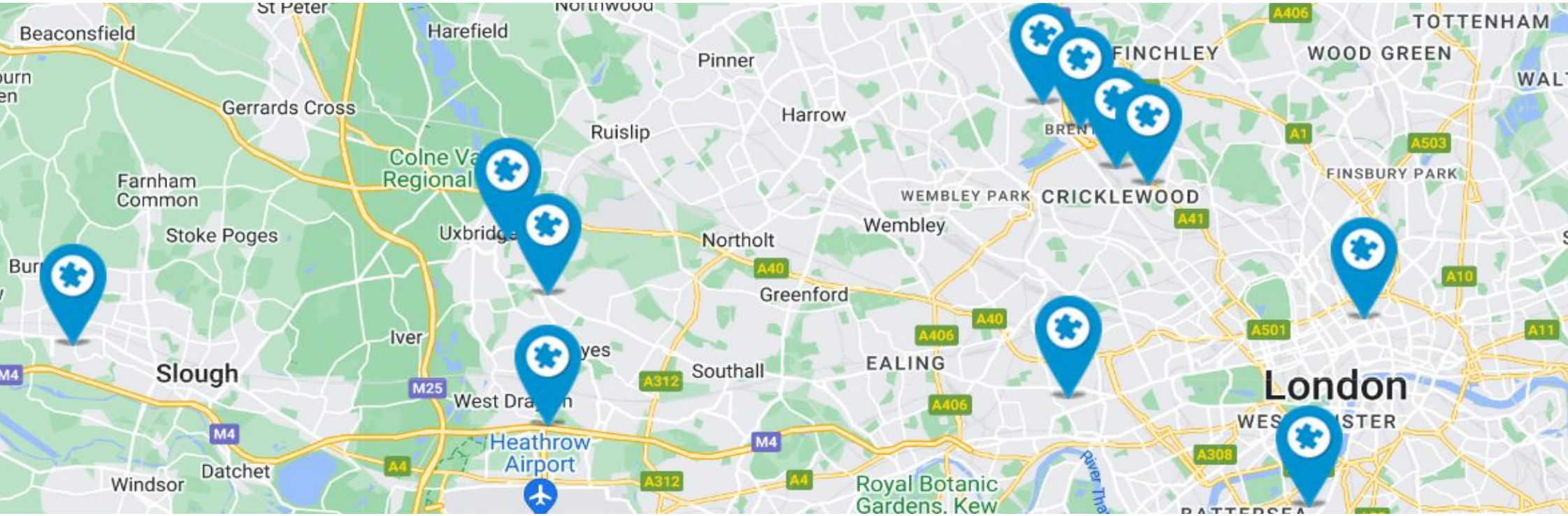
[Westwood Primary School]

To view an interaction map, or view all our schools, click here.



Our London cluster of schools

To view an interaction map, or view all our schools, click here.



Schools:

[Childs Hill Primary School]

[Claremont Primary School]

[The Cippenham School]

[Greenside Primary School]

[Griffin Primary School]

[Hillingdon Primary School]

[The Hyde School]

[John Locke Academy]

[Parkfield Primary School]

[Pinkwell Primary School]

Our West Midlands cluster of schools

[Billesley Primary School]

[Chandos Primary School]

[Croft Academy]

[George Betts Primary Academy]

[Harborne Primary School]

[Hollywood Primary School]

[Kings Norton Primary School]

[Kings Rise Academy]

[Peterbrook Primary School]

[Shireland Hall Primary Academy]

[Shirestone Academy]

[Tiverton Academy]

[Rounds Green Primary School]

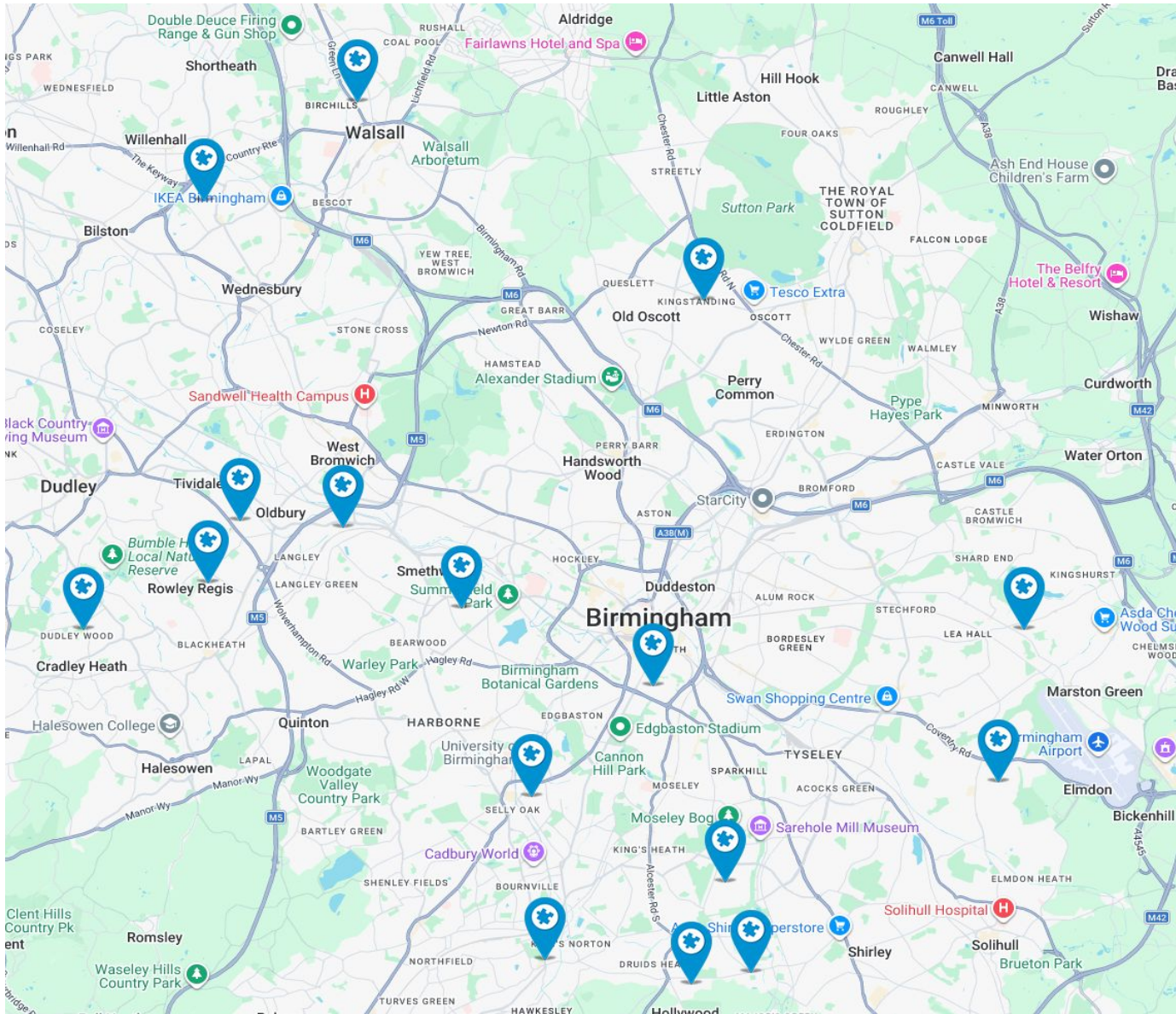
[Rowley Hall Primary School]

[Netherbrook Primary School]

[Valley Primary School]

[Woods Bank Academy]

To view an interaction map, or view all our schools, click here.



Voluntary Medical Compliance Advisor

This is an exciting opportunity to support the Trust in responding to the increasingly complex medical needs of our pupils. As Voluntary Medical Compliance Advisor, you will play an important role in providing assurance around medical compliance across our schools, helping to ensure that appropriate practices, processes and arrangements are in place to keep pupils safe.

What you can expect…

- The opportunity to make a meaningful difference to the health, safety and wellbeing of pupils across our Trust.
- To work collaboratively with school staff and colleagues across our central team.
- The opportunity to share your professional knowledge and expertise through staff training, guidance and support.
- Relevant external training and development opportunities funded by the Trust.
- Reimbursement of expenses in line with the Trust's policy.

Job Description:

Purpose of the Role

The purpose of the role is to provide assurance of compliance with all aspects of medical practice in schools and to support staff to safely and confidently meet pupils' medical needs.

General Responsibilities

- Be familiar with and support the Trust's Vision, Values and Goals;
- Be aware of and comply with relevant policies and procedures, including those relating to safeguarding, health and safety, confidentiality and data protection;
- Embrace and celebrate diversity, ensuring equal opportunities for all;
- Contribute to the overall aims of the Trust; and
- Behave in a professional manner at all times demonstrating mutual respect, good manners, politeness and common courtesies for all members of our community. We expect employees and volunteers to behave in a manner that role models positive behaviours for our pupils.

Job Description:

Specific Responsibilities

- Auditing first aid kits, medication storage, record keeping and practices
- Training staff in both paediatric and adult first aid
- Training staff in the use of Epipens, inhalers and other medical aids
- Supporting school staff in the production of Individual Healthcare Plans to ensure that they are strictly mapped against official NHS correspondence.
- Supporting school staff in risk assessing and safely managing the needs of pupils with severe medical conditions

Additional Information

- The postholder will not be responsible for any hands on clinical care or for diagnosing conditions or prescribing medications.
- The postholder will hold a current Nursing and Midwifery Council (NMC) registration and as such will be bound by the NMC Code : Professional standards of practice and behaviour for nurses, midwives and nursing associates. In accordance with the Code, they will only provide training or advice on specific conditions and devices where they maintain proven, up to date professional competence.
- Ideally the postholder will hold a current First Aid train the trainer qualification.

Job Description:

Additional Information (continued)

- The post is covered under the Trust's insurance policy with Zurich.
- The role is accountable to the Director of Estates and Health & Safety.
- It is a part time (2 days per week) voluntary role, though the usual expenses, in line with TEFAT's policy, will be payable.
- Relevant external training required to support the role will also be provided and funded by the Trust.

Safeguarding checks

We are committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are expected to share this commitment and behave in a way which reflects this.

Appointment to this post will be subject to satisfactory safeguarding pre-employment checks including a Barred List check, Disclosure and Barring Service check, and references.

Please note, it is a criminal offence to apply for this post of employment if you are barred from working with children and young people.



How to Apply

We hope that the information provided is useful and informative. Further details can be found via our website at

If you wish to arrange an informal discussion in relation to the Trust and/or the specific role, please do not hesitate to contact us via email at recruitment@elliotfoundation.co.uk

Please submit a covering letter to Trish Martin, Estates Director via email at Recruitment@elliotfoundation.co.uk

Closing Date:

9am, Monday 7th December 2026

