**WINCHELSEA SCHOOL **

**JOB DESCRIPTION**

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| Job Title: | **Assistant School Medical Coordinator** |
| Job Reference: |  |
| School: | **Winchelsea School** |
| Salary Grade: | **Grade E** |
| Responsible to: | **School Medical Coordinator** |
| Responsible for: |  |

#### **Main Job Purpose**

Assist the School Medical Coordinator in overseeing whole school medical provision, ensuring the medical needs of staff and pupils are met, assisting with the oversight and provision of First Aid, the administering of medication and implementation of medical protocols.

# Main Responsibilities and Duties

The broad areas of responsibility for the Assistant School Medical Coordinator are:

* To assist the School Medical Coordinator in overseeing whole school First Aid provision – acting as a First Aider and co-ordinating support from other First-Aiders;
* To assist the School Medical Coordinator in overseeing the administration, storage, disposal and record keeping of medication as per the Management of Medicines Policy, providing appropriate support to staff to ensure the protocol is followed.
* To maintain records on pupil health concerns (e.g. use of epi-pen)
* To assist with Risk Assessments for individual pupils with medical care requirements within school and for off-site activities and residentials;
* Assist in ensuring appropriate protocols are in place for pupils with medical needs, in liaison with appropriate outside agencies.
* To support visits from the School Nurse Team and other outside agencies including paediatrician, hearing, dental, physiotherapist, CAMHS and continence services.
* Work with parents of pupils with health concerns – to ensure maximum student participation as appropriate.
* Respond to radio calls and phone calls for medical support.
* Provide first aid and medical advice, support and guidance.
* Monitor First Aid supplies.
* Keep up to date and accurate records.

**Support the School by:**

* Supporting the school’s policies relating to managing diversity and inclusion, and promoting positive attitudes, values and behaviour.
* Maintaining successful relationships by treating pupils consistently with respect and consideration.
* Understanding and implementing all school policies and procedures, including Health and Safety policies.
* Carrying out any other duties, which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

**Support personal development by:**

* Working collaboratively with colleagues.
* Seeking help and advice as appropriate.
* Building on and developing prior specialist knowledge and experience.
* Using ICT tools to develop the post holder’s own learning.

# Generally:

* Support the school’s fire and emergency procedures by being familiar with the instructions for staff and children, located in all of the teaching areas, and take appropriate action should the need arise.
* Retain the confidentiality of all aspects of school life.
* Comply with all decisions, policies and standing orders of the school and the Borough of Poole; comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.
* Have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the school’s agreed procedure, and to meeting the five outcomes of Every Child Matters.

**Supervision and Management of People**

* The post holder will lead, support and supervise the work of school first aiders.



PERSON SPECIFICATION

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| Job Reference: |  |
| School: | **Winchelsea** |

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| **ATTRIBUTES** | CRITERIA | **METHOD OF ASSESSMENT** |
| **Experience** | * Experience of working in a medical capacity in an educational environment * Experience of working with children in an educational environment * Experience of working with children who have a variety of educational and medical needs | Application form  Interview  References |
| **Qualifications & Training** | Desirable:   * First Aid at Work Qualified * Paediatric First Aid Trained * Care and Administration of Medication qualification. * Defibrillator Trained * Anaphylaxis Management Trained | Application form  Certificates  Interview |
| **Aptitudes & Abilities** | * Excellent verbal communication skills * Patience, commitment and resilience * Ability to remain calm and make decisions whilst under pressure * Good organisational and planning skills * Ability to work under own initiative * Ability to handle confidential information with discretion * Ability to cope with medical needs and respond sensitively to pupils’ needs * Ability to support children with Special Educational Needs * Competent in the use of Microsoft Office Applications e.g. Word, Excel | Application form  Interview  References |
| **Knowledge** | * Understanding of Individual Health Plans and Pupil Risk Assessments * Knowledge of school’s behaviour and management policy and procedures * Knowledge of school’s fire and emergency procedures * Knowledge of Child Safeguarding procedures | Application form  Interview  References |
| **Attitude / Motivation** | * A commitment to development through continuing education and training * Enthusiasm * Empathy * Self motivated * Team player * Flexibility and adaptability * Perseverance | Application form  Interview  References |
| **Other Factors** | * Commitment to Equal Opportunities * Enhanced DBS check | Application form  Interview  References  DBS process |