



## Job Description

**Job Title:** Medical and Wellbeing Officer

**Responsible To:** Directly responsible to the Officer Manager and the nominated SLT Lead

**Responsible With:** Co-Medical Officer

**Salary:** GS 7

### Job Purpose:

- To respond to medical emergencies, administering medication and being responsible for the day-to-day implementation of the school's medical policy and procedures.
- To co- lead and co- manage the effective medical and wellbeing support of students, staff and visitors to George Abbot School.
- With the co-Medical Officer, to maintain all statutory requirements in relation to policy and practice, with a particular lense on developing best practice in mental health
- With the co-Medical Officer, to provide accurate and compliant information for all staff to effectively support the health and wellbeing of students.
- With the co-Medical Officer, to ensure all appropriate risk assessments and medical plans are in place for agreed students in liaison with SLT line manager.

### Main Duties:

The principal accountabilities of the role are set out below, but they are not intended to reflect an exhaustive list of duties.

#### Medical and Wellbeing – in conjunction with the Co-Medical Officer

- To provide a professional and expert school medical service that is fully responsive to the demands of a very large and diverse school.
- To ensure that medical and mental health emergencies are dealt with promptly and necessary documentation is promptly completed after each incident.
- To stay up to date with the requirements of medical procedures in a school setting.
- To monitor and update risk assessments related to student wellbeing, safety and health.
- To ensure that all medication for use by students is stored securely and within date. Also to monitor the taking of agreed medication by students taking appropriate action where students fail to turn up at agreed times, ensuring that medical practices are in compliance with policy and procedure.
- To keep detailed logs related to students' health, continually updating school practice in line with current guidance.
- To ensure that, within budgetary provision, an adequate stock of first aid supplies is held in appropriate locations across the school site.
- To liaise with the medical services, outside agencies and the school nurse to organise immunisation and visits, keeping detailed records where required.
- To update any safeguarding concerns directly onto the CPoms system and maintain an accurate log of all student visits to the Medical Room, reviewing the data provided, with Pastoral Heads of Year, Inclusion Managers, Mental Health Leads, the DSL and DDSLs as necessary
- To liaise with the Pastoral Heads of Year and parents regarding the creation and annual review of individual Health Care Plans and to ensure that appropriate actions within the Plan are undertaken.



- To maintain a database of information of students with extreme medical needs and ensure effective distribution of information to all staff.
- To attend pastoral meetings and/or safeguarding meetings, Health, Safety & Welfare meetings (as necessary) in order to have a whole school overview of first aid, medical and health & safety matters.
- To oversee the register of first aid trained and mental health first aid trained staff, ensuring that they have an up-to-date certificate. In addition, where practical, to ensure that there is an effective deployment of first aid qualified staff throughout the School, particularly in practical subject areas.
- To deliver training for staff in order that they can respond effectively in the event of a medical emergency (e.g. Epipens, managing diabetes, epileptic fits etc).
- To communicate regularly with staff ensuring that updated medical information is readily available to support all staff in their work with students at school and on trips.
- To provide regular research-based updates for the school community in relation to self-harm, mental health and best practice for school first aid provision.
- To ensure that the School's Medical Policy is kept up to date and reflects good practice.

#### Other

- To actively safeguard and promote the welfare of students.
- To adhere to and understand the school's Safeguarding and Child Protection policy and reporting procedures.
- To adhere to and understand the school's GDPR policy.

Lunch breaks will be taken outside the school lunchtime and co-ordinated with colleagues.



## Person Specification

**Job Title: Medical and Wellbeing Officer**

Selection Criteria	Assessment Method
<b>Qualifications/Experience</b>	
Essential: <ul style="list-style-type: none"> <li>▪ First aid and/or mental health related qualification</li> <li>▪ Experience in a similar role</li> </ul> Highly Desirable: <ul style="list-style-type: none"> <li>▪ Educated to at least A-Level/Level 3 standard or equivalent experience.</li> <li>▪ Competent working knowledge of Microsoft Office Packages, particularly Word and Excel and Outlook.</li> <li>▪ Experience in a school environment</li> </ul>	Application form Certificates
<b>Knowledge, Skills and Personal Qualities</b>	
Essential: <ul style="list-style-type: none"> <li>▪ A keen interest in young people and an understanding of their personal, social, emotional and educational needs.</li> <li>▪ A professional approach supported with a due regard for discretion and the need for confidentiality.</li> <li>▪ Sound understanding of first aid, including associated legislation, principles and practices.</li> <li>▪ Excellent communication skills, both written and verbal with the ability to communicate effectively and empathically with a wide variety of people and age groups.</li> <li>▪ Attention to detail and accuracy.</li> <li>▪ Good organisational skills with the ability to prioritise, follow instructions and take own initiative.</li> <li>▪ Good problem solving skills</li> <li>▪ Ability to evaluate and respond flexibly to meet changing and challenging priorities throughout the working day.</li> <li>▪ To work effectively as part of a wider team, complementing the work of existing colleagues and providing first aid and mental health expertise.</li> <li>▪ People management skills.</li> <li>▪ Ability to work well under pressure.</li> <li>▪ Personal presence, confidence, patience, sensitivity and maturity of approach.</li> <li>▪ High standard of service.</li> <li>▪ Good computer literacy and accurate keyboard skills.</li> </ul> Highly Desirable: <ul style="list-style-type: none"> <li>▪ Knowledge of the school environment and links with outside agencies.</li> <li>▪ Working knowledge of SIMS.</li> </ul>	Application form Personal statement References In-tray exercise Interview