



Vacancy: Medical Officer

Applicant Information Pack

Welcome

Dear Applicant,

Thank you for your interest in North Huddersfield Trust School. I hope you see the advertised role as a wonderful opportunity for the right person to play a key role in the continuing growth, development and improvement of a truly unique community based educational establishment. Our ethos is to provide a challenging, ambitious, inclusive education designed to create engaged, critical and resilient learners equipped to become the people who define, shape and transform society. The narrative of NHTS is remarkable; from when it first opened in 2011 with fewer than 350 students, we look forward to welcoming over 830 in September 2020 - this figure was 667 in November 2017 and currently stands at 765 - including 210 in Year 7 which is an endorsement of our strong and improving reputation in the local community and across Kirklees. I feel privileged to have been given the opportunity to lead the next phase of its history as we look to build the aspirations of and create opportunities for the community we serve.

I took up post in May 2019 with and lead a senior team comprising of a Deputy Headteacher (*Standards, Achievement and Community*), four Assistant Headteachers (*Behaviour and Attitudes, Curriculum and Assessment, Teaching and Learning and Student Experience*) and a Business Manager. Given the rise in student numbers, the senior leadership team outlined above includes a recent expansion and is reflective of a significant, wide-ranging investment in staffing across the whole school. Should you join us, I have no doubt you will be extremely happy; I haven't once regretted the move in my time here. It is a challenging but extremely rewarding and positive environment in which to work.

The successful candidate will have good interpersonal and communication skills with a commitment to young people, their welfare, education and personal development.

Please take the time to read the contents of this pack carefully and to look at our website which provides lots of information about the school, its values, links and identity.

Thank you again for your interest in the position and, should you choose to make an application, I wish you the best of luck.

Yours sincerely



Andrew Fell
Headteacher

Vacancy Details



Medical Officer (Permanent)

Start date: 7th September 2020
30 hours per week, term time plus 5 training days

Hours: Mon, Wed, Fri 8:10am -2:45pm
Tue, Thur 8:25am – 2:45pm

Grade 9 £18,944 - £20,794
Closing date: 9am Monday 13th July

North Huddersfield Trust School is recognised by Ofsted as a 'Good' school which is outstanding in its work around students' personal development, well-being, safety and security. We continually drive forward standards and are passionate about maximising the potential in all. Our caring and nurturing approach to education within and beyond the classroom contributes to what makes our school a special place both to work and to learn.

We are looking to appoint a Medical Officer who will lead on whole school first aid provision, acting as main First Aider and coordinating support from other First Aiders for all onsite and offsite activity.

Given the current status of schools in dealing with the Covid-19 pandemic, we are unable to accommodate any pre-application visits. If you would like to arrange an informal discussion of the role, please contact Mrs Nora Brown, Operations Manager, at nbrown@nhtschool.co.uk.

If you wish to apply for this post, please apply through the TES Website www.tes.com or North Huddersfield Trust School website www.nhtschool.co.uk the closing date is 9am Monday 13th July. If applying through the school's website, applications should be returned to Nora Brown nbrown@nhtschool.co.uk

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All staff are subject to an enhanced DBS check. A conviction may not exclude candidates from appointment but will be considered as part of the recruitment process. Woodhouse Hall Road, Huddersfield, West Yorkshire, HD2 1DJ ☎ 01484 452100 www.nhtschool.co.uk



JOB DESCRIPTION

Role	School Medical Officer
Grade (SCP)	9 (23-26)
Weekly hours	30
Non-term time arrangements	5 staff training days

Key Responsibilities:

1. Medical and first aid
2. Health and safety
3. Safeguarding
4. External relations
5. Other
6. General

Key accountabilities	Key tasks
Medical and first aid	<ul style="list-style-type: none"> • Lead on whole school first aid provision, acting as main First Aider and coordinating support from other First Aiders for all onsite and offsite activity • Keep records of all First Aiders, including those trained in the use of defibrillators and ensure renewals are kept up to date • Ensure the school's first aid documentation and communication is accurate and up to date • Coordinate and deliver good practice, regular training and communication for the use of onsite defibrillators • Lead on risk assessments for students and staff with medical care requirements, ensuring any necessary adjustments are implemented and monitored • Maintain and communicate personalised requirements and healthcare plans under the Medical Needs Policy so that staff are aware of risks and needs of students with medical conditions • Be responsible for the administration, storage, disposal of medication for students in accordance with the Medical Needs Policy • Keep comprehensive records of all medical and first aid activity • Maintain records of student health concerns and organise or deliver staff training as appropriate (e.g. asthma, allergies, etc.) • Coordinate visits from the school nursing team and oversee the school's vaccination programme • Work with parents of students with health concerns to offer support and guidance and maximise student attendance

	<ul style="list-style-type: none"> • Responsible for weekly internal updates of student needs • Keep up to date with training for all relevant aspects of medical needs across the school • Maintain and provide first aid kits for external trips • Maintain first aid kits around the school
Health and safety	<ul style="list-style-type: none"> • Maintain the school's accident / near miss reports and prepare summary reports for governors and other stakeholders • Ensure premises staff and senior leaders are kept abreast of outcomes and recommendations following any accident • Update the local authority LACHS accident / incident reporting system
Safeguarding and well being	<ul style="list-style-type: none"> • Adhere to the school's safeguarding rules and communicate and support any concerns with the safeguarding lead and other staff as relevant • Through medical service provision, make referrals to in-house nurture and counselling services • Deliver well-being sessions to staff and students to promote positive mental and physical health
External relations	<ul style="list-style-type: none"> • Develop and maintain relationships with external organisations who can support the school with student well-being, including health agencies, Trust partners, uniform exchange, children's centres, etc. • Liaise with pastoral managers and other student support service roles to ensure that students and their families are signposted for appropriate support • Work with colleagues to support the transition of students with medical conditions into the school
Other	<ul style="list-style-type: none"> • Manage the school's lost property • Attend training courses as directed and share findings with colleagues
General	<ul style="list-style-type: none"> • Always uphold the school's PRIDE agenda • Adhere to strict standards of confidentiality • Ensure compliance with data protection, equal opportunities, health and safety and safeguarding regulations, policies and guidance

This job description is not necessarily a comprehensive definition of the post and may be subject to modification or amendment at any time after consultation with the post holder. Additional duties may be requested from time to time which are commensurate with the post.

We are committed to safeguarding and promoting the welfare of children and young people and all post-holders are expected to share this commitment.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Education / training	<ul style="list-style-type: none"> ✓ Maths and English GCSE at Grade C or above, or equivalent ✓ Up to date basic first aid 	<ul style="list-style-type: none"> ✓ Nursing qualification ✓ Advanced First Aid qualification (training will be given) ✓ Child mental health qualification ✓ Defibrillator training Diabetes training
Experience	<ul style="list-style-type: none"> ✓ Has worked with young people in an educational, medical or pastoral capacity 	<ul style="list-style-type: none"> ✓ Experience of working in a high school setting
Specialist knowledge / skills	<ul style="list-style-type: none"> ✓ Administrative and organisational skills ✓ Empathy and the ability to work well with young people ✓ Professional manner with all internal and external contacts 	<ul style="list-style-type: none"> ✓ Knowledge of SIMS school database ✓ Knowledge of local health professionals and services
Personal skills	<ul style="list-style-type: none"> ✓ Ability to deliver excellent customer service to both adults and children ✓ Ability to quickly establish rapport with young people ✓ Ability to plan and prioritise tasks Excellent attention to detail ✓ Outstanding communication skills ✓ Professional resilience ✓ A sensitive and diplomatic approach 	
General	<ul style="list-style-type: none"> ✓ Excellent understanding of safeguarding guidance 	<ul style="list-style-type: none"> ✓ A good understanding of school policies