

# Salendine Nook High School

## J O B D E S C R I P T I O N

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**JOB TITLE:**        **MEDICAL OFFICER**

**GRADE:**            **7**

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### **PURPOSE OF THE JOB**

To provide a comprehensive and inclusive welfare support role for students in Salendine Nook High School.

To support schools, children, young people and their families to address medical issues across the Salendine Nook Community Hub.

### **DUTIES AND RESPONSIBILITIES**

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

### **MAIN RESPONSIBILITIES**

#### **In Salendine Nook High School:**

- To lead on First Aid provision – acting as main First Aider and coordinating support from other First Aiders; to have an overview of First Aid training and ensure all are up to date with relevant training
- To take responsibility for the maintenance and replenishment of first aid boxes and the issue of first aid kits for out-of-school visits, ordering supplies as required
- To maintain records of student health concerns and train staff as appropriate (e.g. use of epi-pen, procedures for asthma attacks, etc.)
- To deal with all cases of sickness or accident; treatment records and subsequent arrangements for students
- To complete accident reports after incidents and ensure Senior Leadership Team are aware of incidents and recommendations from incidents
- To ensure policies relating to medical issues are up to date and advise Senior Leadership Team and Governors accordingly
- To work with Pastoral Staff and the Attendance Officer to support students with health concerns to ensure appropriate attendance at lessons and continuance with learning
- To work with parents of students with health concerns to ensure maximum student participation as appropriate
- To liaise with Immunisation Team to coordinate and run the immunisation sessions
- To advise students on health issues
- To liaise with school, parents and professionals to complete and review Medical Care Plans
- To provide first aid at whole school events in working hours

# Salendine Nook High School

## In Salendine Nook Community Hub:

- To improve and maintain the health of children in the Hub schools
- To support with sight and hearing tests with specific year groups
- To liaise with school, parents and professionals to complete and review Medical Care Plans
- To liaise with the Immunisation Team to coordinate and running the immunisation sessions
- To provide basic training for specific medical conditions such as diabetes, epilepsy and asthma

## **SAFEGUARDING**

**The above list is not exclusive or exhaustive, and the school may require the job holder to undertake duties commensurate with the level of the role.**

As part of your wider duties and responsibilities you are required to promote and actively support the Schools responsibilities towards safeguarding.

Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable. Please refer to the Safeguarding Policy on the school website [www.snhs.kirklees.sch.uk](http://www.snhs.kirklees.sch.uk).

Carry out your duties with due regard to current and future school policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, your statement of particulars, induction, on-going performance development and through school communications.

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**RESPONSIBLE TO:**      **Assistant Principal / DSL**

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**RESPONSIBLE FOR:**      **None**

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## EMPLOYEE SPECIFICATION

**SERVICE AREA:**                    **SALENDINE NOOK HIGH SCHOOL / SALENDINE NOOK COMMUNITY HUB**

**POST TITLE:**                    **MEDICAL OFFICER**                    **GRADE: 7**

	<b>ATTRIBUTES</b>	<b>RELEVANT CRITERIA</b>	<b>HOW IDENTIFIED</b>	<b>RANK</b>
<b>1</b>	<b>RELEVANT EXPERIENCE</b>	1.1 Experience of work in relation to students' education, health or welfare in paid or voluntary capacity.	<b>Application Form/Interview</b>	<b>E</b>
<b>2</b>	<b>EDUCATION AND TRAINING ATTAINMENTS</b>	2.1 Ability to write reports and communicate accurately and effectively 2.2 Relevant First Aid training 2.3 Training in specific medical conditions such as diabetes, epilepsy and asthma	<b>Application Form</b>  <b>Application Form</b> <b>Application Form</b>	<b>E</b>  <b>E</b> <b>D</b>
<b>3</b>	<b>GENERAL AND SPECIAL KNOWLEDGE</b>	3.1 Knowledge of local health and welfare related agencies 3.2 Knowledge of Community Hubs	<b>Application Form/Interview</b> <b>Application Form/Interview</b>	<b>D</b> <b>D</b>
<b>4</b>	<b>SKILLS AND ABILITIES</b>	4.1 Able to apply First Aid skills in emergencies and other times. 4.2 Able to provide health, medical and limited welfare support to staff and pupils.	<b>Application Form/Interview</b>  <b>Application Form/Interview</b>	<b>E</b>  <b>E</b>

**E – Essential    D – Desirable**