



The Radclyffe School  
“Working Together for Excellence”

## **JOB DESCRIPTION**

### **First Aid & Medical Welfare Officer**

#### **Purpose:**

- To provide first aid and medical welfare assistance as the first point of contact for students and staff.
- To ensure all care plans, medication processes, allergen information and first aid equipment are up to date and compliant.
- To ensure all administration relating to first aid, medical welfare and health and safety is completed accurately, in accordance with relevant policies and in a timely manner.
- To assist students and staff to access help and support using school information systems.

**Reporting to:** Buildings & Events Manager

**Liaising with:** Business Manager, SEND team, Safeguarding team, Pastoral team, Attendance team, parents, students and external agencies.

**Working Time:** 36 hours and 40 mins a week, term time only + 5 days (195 days)

**Salary:** Grade 4, Points 12 -17

#### **First Aid and Medical Duties:**

- Administer first aid to students and staff across the school site.
- Act as lead first aider, responding to incidents and coordinating emergency procedures.
- Receive, record, store and administer medication safely, including controlled drugs, in line with policy and legislation.
- Maintain accurate and up-to-date health care plans for students and staff and ensure these are shared with relevant personnel.
- Ensure allergy care plans are in place, communicated and regularly reviewed.
- Liaise with parents/carers and external medical professionals to ensure a full understanding of medical needs and appropriate support in school.
- Support medical needs on school trips and ensure appropriate arrangements are in place.

- Maintain first aid equipment and supplies, ensuring all items are in date and fit for purpose.

### **Administrative Duties:**

- Maintain accurate records of all first aid, medical incidents and treatments using school systems.
- Ensure accidents, incidents and near misses are recorded, investigated and followed up appropriately, including liaison with relevant staff and external bodies where required.
- Produce reports and summaries of medical and accident data.
- Maintain individual student and staff medical records, including EHCP-linked medical information.
- Coordinate health programmes within school, including vaccinations and medical interventions.
- Communicate with parents/carers following medical incidents and maintain appropriate records of contact.
- Support compliance with data protection requirements in relation to all medical information.
- Provide administrative support as part of the wider admin team, including reception duties, handling enquiries and general office tasks.
- Participate in training as required and deliver training to others where appropriate.

### **General Duties:**

- To attend regular meetings, training and briefings, as required, and contribute to the identification and sharing of good practice between individuals.
- Proactively manage workload to ensure service standards are met, checking personal accuracy and seeking guidance where necessary from senior colleagues.
- Understand and promote the importance of inclusion, equality, and diversity for all.
- Participate and engage with training and development opportunities, working to continually improve own performance and that of the team / school / Trust.
- Implement and uphold the policies, procedures, and codes of practice of the school / Trust.
- Uphold and promote the values and ethos of the school / Trust.
- Undertake any other additional duties commensurate with the grade of the post.

**This job description is a guide to the duties and should be read in conjunction with the accompanying person specification.**

**This post is subject to an enhanced DBS disclosure check through the Disclosure & Barring Service.**

<b>First Aid &amp; Medical Welfare Officer Person Specification</b>	<b>Essential / Desirable</b>	<b>Application / Interview</b>
<b>Qualifications</b>		
GCSE Maths and English passes (Grade C / 4 or above) or equivalent	E	A
First Aid at Work qualification or equivalent	E	A
Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation	D	A
Willingness and ability to obtain and/or enhance qualifications and training for development in the post	E	A
<b>Experience</b>		
Experience in a first aid and/or medical welfare role.	E	A/I
Experience of working in a busy environment with changing priorities.	E	A/I
Experience of individual and team working	E	A/I
Experience of keeping accurate and up to date documentation	E	A
Experience of working in a school or similar establishment	D	A
Experience of dealing with external agencies	D	A
<b>Skills and Abilities</b>		
Ability to work on own initiative, under pressure with interruptions, and to prioritise effectively	E	A/I
Excellent communication skills (written and verbal) and high level of interpersonal skills with the ability to draft effective and accurate reports and other documentation	E	A/I
Good IT skills across a range of programmes, including effective user of Word, Excel or similar packages	E	A/I
Well organised, efficient and flexible approach to work	E	A/I
Ability to maintain strict confidentiality of information received and manage how this is shared with other staff and agencies, in line with school policies and procedures.	E	A/I
The ability to deal with the public, including those who may be angry or upset, to produce a positive outcome.	E	A/I
<b>Work circumstances</b>		
Able to work flexibly, according to the needs of the school including some evening attendance	E	A/I
Willing to be fully engaged in the whole life of the school including trips and other extracurricular activities.	D	A/I

**N.B Any candidate with a disability who meets the essential criteria will be guaranteed an interview**