Marjory Kinnon School Job Description

Contractual Details				
Post Title:	Medical Officer			
Responsible to:	Deputy Headteacher			
Contract type:	Permanent ✓	Fixed Term	Full time ✓(Term time only)	Part time
Contractual Hours:	To be agreed with Headteacher (flexible working is an option)			
Salary:	£35,000- £39,000 dependent on experience			

Job Purpose

Purpose: To lead the delivery of first-aid, medical care, and health promotion, ensuring a safe and healthy environment for all students and staff.

Key Focus: Managing medical emergencies, administering prescribed medications, maintaining confidential health records, and supporting individual student care plans.

Post Holder's Responsibility

Main Duties

Medical Care & First Aid

- Provide first-line medical assistance, routine first aid, and emergency treatment to pupils, staff, and visitors.
- Assess injuries and illnesses presented during the school day, determining the appropriate course of action or referral.
- Manage and coordinate the Medical Room, ensuring it remains clean, well-stocked, and safe.
- Administer regular medication to pupils on a daily basis.
- Help manage the school systems for Healthcare and Welfare.
- Ensure Health Care Plans, school Care Plans and Asthma Plans are up-to-date, saved on the school system and as a paper copy and distributed as required.
- Monitor and maintain medical logs / records.
- Have oversight of the Medical Room and medical supplies in departments, minibuses and portable bags for educational visits.
- Have oversight of the Hygiene Rooms and ensure they are well equipped and well organised.
- Work with the Support Services Team to ensure all supplies are checked regularly, are up-to-date and records are complete.
- Liaise with Healthcare Professionals to ensure the safety and well-being of the pupils.
- Liaise with school nurses and organise immunisations and vaccines.
- Help oversee the organisation of Medical and First Aid Training to ensure there are sufficient qualified staff in each department and keep records of staff medical training.

Medication & Health Plans	• Safely store, record, and administer prescription and non-prescription medicines in line with parental consent and school policy. • Ensure replacement prescriptions and medication are supplied in a timely manner by parents. • Create, update, and implement Individual Healthcare Plans (IHCPs) for students with chronic or acute conditions (e.g. asthma, diabetes, severe allergies/anaphylaxis, epilepsy). • Ensure staff have relevant medical info and emergency medication before school trips or off-site activities. • Support the drawing up of risk assessments for pupils returning to school after injury/illness where necessary. • Signpost parents towards external agencies where appropriate.
Administration & Compliance	• Maintain accurate, secure, and confidential medical records of incidents, accidents, near misses and treatments in compliance with statutory guidelines. • Complete analysis of incident and accident data for governor and SLT scrutiny. • Produce reports as required. • Coordinate school immunisation programs and health screenings with external health agencies and local authorities. • Coordinate classroom staff training with external health agencies and the local authority. • Manage first-aid stock levels, check expiry dates on emergency equipment (such as asthma boxes and adrenaline auto-injectors), and restock kits across the school. • Take ownership of school policies, risk assessments that pertain to medical support or first aid.
Liaison & Wellbeing Support	• Communicate effectively with parents, guardians, and external healthcare professionals regarding student health concerns and plans. • Liaise with caterers and parents on pupil allergies or intolerances. • Work closely with the pastoral, inclusion, and safeguarding (DSL) teams to report and support welfare or safety concerns. • Maintain training records for staff first-aiders and help promote health and wellbeing education across the school community. • Attend and participate in regular meetings, fulfil responsibilities as specified. • Attend and participate in planned training sessions. • Attend residential trips in a first aider capacity. • Prepare for and participate in health and safety and wellbeing audits. • This job description is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties. It is expected that the post holder may, if required, carry out any relevant additional duties, which the Headteacher may, from time to time, deem appropriate and necessary.

Person Specification	
Qualification & Experience	• Candidates should have the 3-day First Aid at Work qualification and on-going training will be provided. • Relevant professional qualification in healthcare (e.g., Senior Healthcare Assistant, Registered Nurse, or equivalent medical/nursing background) alongside a Level 3 First Aid at Work certificate. (desirable). • Have some nursing experience • Have some experience of community/outreach medical responses/support. • Extensive experience of assessing medical need and developing appropriate responses to ensure positive progress is attained. • Experience of successfully working with vulnerable young people and their families, understanding their needs. • Experience of working with SEN children and their families, in particular experience of working with children with a diagnosis of ASC or SLD. • Experience of home visiting and discussing sensitive topics with vulnerable families.
Knowledge & Understanding	• Experience of working in partnership with agencies delivering services for students and families. • Experience within the field of education, social care or welfare (desirable). • An understanding of SEN barriers to learning and social development. • An understanding of the developmental, emotional, social and educational issues of children and young people. • An awareness of range of needs of people from diverse ethnic, cultural and social backgrounds. • Knowledge of local mental health and CAMHS Service. • Knowledge of the Children's Act and legislation pertaining to children. • Proven successful experience of improving student attendance (desirable).
Professional Values & Practice	• Be able to hold confidential information and understand who to share information with on a need-to-know basis. • Be able to work with parents and pupils sensitively. • Be positive and respond to situations in a calm, professional manner at all times. • Be self-motivated, creative, robust and resilient. • Carry out responsibilities while being flexible and adaptable. • At all times model good relationships, attitudes and behaviour. • Work collaboratively within a team using own initiative. • Understand and respect social, cultural, linguistic, religious and ethnic backgrounds. • Support the Headteacher and Senior Leadership Team in their duty to ensure that the school meets its educational aims to deliver the best possible educational outcomes and well-being for pupils. • Act as a positive ambassador for Marjory Kinnon School and make a meaningful contribution to the school community.

Summative Agreement	
Confidentiality	I will treat all information about children, families and staff discreetly with regard to confidentiality and data protection, and will report all concerns to the appropriate person(s).
Code of conduct	I will adhere to the school's code of conduct.
Safeguarding	I will comply with all school policies and procedures related to equality, safeguarding, and e-safety and will report any concerns to the appropriate person(s).
Health & Safety	I agree to take care of my own and other's safety at all times and to carry out my duties in accordance with the school's Health and Safety policy and procedures.
Induction	On joining the school I agree to attend Induction sessions and complete all related tasks as required.

This job description is provided to assist staff to understand and appreciate the work content of their post and the role they are to play in school. It does not comprise a full and comprehensive list of all the tasks that the postholder will undertake in fulfilling their responsibilities, and may also be subject to amendment or modification at any time in consultation with the postholder.

Agreed by postholder _____ Date _____

Date of this review:	Date of next review: