



QUEENS' SCHOOL

Dare to be Great

Medical Administrator (Matron)

Job Description

Post title:	Medical Administrator
Reporting to:	Deputy Headteacher
Purpose:	To provide first aid (emergency and non-emergency) To support staff and students with health related issues
Main Responsibilities:	To provide first aid across the school; Implement as appropriate the Health and Safety Policy and Students with Medical Conditions Policies.
Grade:	Scale H5 (Spinal point 9 -14), pro-rata
Hours of work:	37 hrs, 15mins per week, 8.15am – 4pm, term time only 30 minute lunch break (12pm – 12.30pm)

Leadership and management

- Administer medication and provide first aid
- First point of contact for medical/accident emergencies
- Care for ill/injured students in accordance with current guidelines
- Maintain an up-to-date medical register
- Keep a record of students seen in medical room on a Medical Log including medication
- Accept student medication ensuring all relevant information has been provided by parents/carers prior to administering.
- Ensure all medication kept in school are securely stored under the correct conditions in the office of the school matron with access strictly controlled. All pupils need to be advised how to access their medication.
- Ensure accident records are kept in line with Health and Safety at Work Act 1974, completing the relevant HCC Online Accident Reports via Solero on Hertfordshire Grid.
- Ensure that the medical and social needs of new and existing students in school are identified and communicated to appropriate staff
- Maintain provision of first aid equipment within school, managing the annual first aid budget.
- Organise and/or deliver first aid training for staff and students as required
- Keep a log of current qualified first aiders and organise training for certification renewal
- Provide medical/social information for all school trips including first aid kits.

- Liaise between parents, school staff and other agencies; including referrals to other agencies and attend meetings as appropriate
- Prepare for and administer vaccination programmes informing parents, staff and students.
- Provide advice or signposting for children with mental health problems in collaboration with the SENCo.
- Identifying students who need to have an Independent Health Care assessment (IHC). This will need to be downloaded and entered on SIMS. Implementing their needs.
- To report incidents which happen in writing to key members of staff: Liaise with Heads of House on a regular basis to discuss student's needs – Should this be recorded electronically and if required to do so print and sign?
- An emergency grab bag must be ready at all times to take out during an emergency / evacuation, this bag needs to have the following kit : Emergency File, emergency student medication (Epi-Pen, Inhaler, Diabetic needs)
- An emergency file must be stored and kept up to date. This file will be taken out with the emergency grab bag during an evacuation. The file will have the following information:
- Any students with reduced mobility (temporary or permanent) must have PEEP (Personal Emergency Evacuation Plan) completed. Their timetable needs to be added into the Emergency Medical file kept in the office so it can be referred to in an emergency.
- To act as DSP

Support for Teaching and Learning

- To network with other schools and organisations to support a coherent approach to school first aid, share best practise and that full use is made of advisory services and in-service training.
- To organise and deliver first aid induction sessions for new staff
- To be actively familiar with all the school systems, procedures, expectations and policies.
- To be actively familiar with and promote the values and aspirations of the school and to model expectations to students.

Management of resources

- Manage the available resources efficiently and effectively
- Identify and collate the future resourcing needs in consideration of the school budget planning process.

Quality assurance

- To compile an annual report to senior leaders on student medical needs and accidents

Training & development of self and others

- As a lead professional set personal targets and take responsibility for own continuous professional development.
- Liaise closely with other colleagues to create solutions for any student who is underachieving or becomes disengaged or disaffected with their education.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work

This job description may be subject to review and/or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder,

and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests

OTHER SPECIFIC DUTIES

- To carry out the duties in the most effective, efficient and economic manner available
- To support the school ethos
- To maintain confidentiality at all times
- To carry out and communicate Queens’ School’s values in all aspects of work
- To contribute to the safeguarding and promotion of the welfare and personal care of students with regard to Child Protection Procedures

In order to deliver services effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post at the appropriate grade.

Name	Date

July 2026