

JOB DESCRIPTION

Medical Welfare Assistant

Reports to:	Office Manager
FTE Salary:	H3 Point 5 £26,428 (plus the London Fringe Allowance)
Actual Salary:	H3 Point 5 £13,987 (including London Fringe Allowance)
Hours:	22½ hours per week (term time only) Monday to Friday 10.00 am to 2.30 pm

Key responsibilities

To provide medical welfare, first aid and general health support to pupils in the secondary school, ensuring that pupils who become ill or sustain injuries receive appropriate care and attention during the school day.

The Medical Welfare Assistant will maintain accurate medical records, administer medication in accordance with school policies and parental consent, liaise with parents and carers, and work closely with the Reception team to manage pupils' health, safety and wellbeing.

The postholder will help maintain a safe, caring and supportive school environment in which pupils' medical and welfare needs are managed effectively. The support may involve any of the following:

- ☐ Provide first aid and immediate assistance to pupils who become ill or are injured during the school day.
- ☐ Assess pupils' presenting symptoms within the limits of their training and competence and determine the appropriate next steps.
- ☐ Contact parents or carers when pupils are unwell, injured or require collection from school.
- ☐ Seek assistance from qualified healthcare professionals or emergency services when necessary.
- ☐ Administer prescribed medication in accordance with school procedures, parental consent and individual healthcare plans.
- ☐ Support pupils with known medical conditions, including asthma, diabetes, epilepsy and severe allergies, in accordance with agreed care plans and training.
- ☐ Monitor pupils who are unwell and ensure they are appropriately supervised while awaiting collection or further medical assistance.
- ☐ Maintain adequate stocks of first-aid supplies and report shortages or expired items.

- Maintain accurate and confidential records of illnesses, injuries, first-aid treatment and medication administered.
- Record accidents and incidents in accordance with school procedures.
- Provide a caring, reassuring and supportive environment for pupils who are unwell, distressed or experiencing health-related difficulties while maintaining professional boundaries.
- Maintain a professional, calm and courteous approach when dealing with pupils, parents and colleagues.

Health and Safety

Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection and report all concerns to an appropriate person.

Additional Information

The job holder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities and in performance management and development, as required by the school's policies and practices.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary and be flexible in assisting colleagues as required.

We are an Equal Opportunities employer. The Broxbourne School is committed to ensuring inclusion, diversity and equality of opportunity. We welcome applications from all suitable candidates and encourage those from underrepresented groups, and/or with protected characteristics, to apply. The school is committed to safeguarding and promoting the welfare of children and young people and expects anyone applying to work in our school to share this commitment. All appointments are subject to pre-employment checks, including a satisfactory enhanced criminal records with Barred List check through the Disclosure and Barring service.