



## Medical Administrator JOB DESCRIPTION

<b>Salary:</b>	Pass Scale 4 [NJC Point 6-8 £25,183 - £25,992] pro rata Actual starting salary: £22,927, split over 12 monthly payments This role does not work during school holiday periods
<b>Contract:</b>	Permanent, 35 hours per week, term time only
<b>Responsible to:</b>	Headteacher Pastoral Lead Student and Family Engagement Officer [with Medical and Mental Health]

### Statement of Purpose

To manage and administer the medical room, and to provide practical first aid support to students, staff and all other stakeholders, in accordance with school policy. To support the distribution, maintenance and storage of medical and allergy information. To be a part of the wider pastoral team to provide administration support, with direct involvement for the team.

### Support to Students

- To provide first aid support to students as part of the wider first aid team in accordance with college policy and student need.
- To liaise with staff, parents and carers over student medical and first aid needs.
- To manage and administer the medical room including storage of medications and supplies.
- To assist with administration and arrangements in connection with accidents, near misses, medical records, food allergies and intolerances, medical care plans and arrangements for school visits by medical personnel using the school systems.

### Support to Organisation

- To carry out attendance first response and support
- To carry out reprographics duties to include collating and distribution of documentation supplied by teaching staff as required.
- To provide cover of reception duties as required.
- To assist in ensuring effective communications within and beyond the school including phone calls.
- To provide as required and as appropriate, cover for the work of other members of the administration team according to workload pressures and/or in their absence and to ensure appropriate overlap of duties and skills to cover absence and periods of intense workload.
- To organise all college promotional merchandise, making up packs for distribution.

### Support to School

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the college.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with student needs as appropriate during the school day.

Any other duties as required by the college, that are commensurate with the grade.