



Job Advertisement

MEDICAL ADMINISTRATOR

Reports to: Headteacher
Pastoral Lead
Student and Family Engagement Officer [with Medical and Mental Health]

Start Date: January 2026

Salary: 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

The Governors of this highly successful 11-18 Girls' Catholic Specialist Arts College wish to appoint a Medical Administrator 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.
- Support the distribution, maintenance and storage of medical and allergy information.
- Be a part of the wider pastoral team to provide administration support, with direct involvement for the team.

As part of the shortlisting, we will carry out an online search as part of due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the college might want to explore with the applicant at interview.

Our school is committed to safeguarding children and has safer recruitment procedures in keeping with DFE statutory guidance. All posts are subject to all the required DFE pre-employment checks being completed including an Enhanced DBS Certificate [including a Children's Barred List Check]. Our recruitment pack contains key safeguarding policies including our code of conduct for staff and volunteers which everyone must adhere to.

Applications should be completed on the CES application form together with the Recruitment Monitoring Form and returned to Mrs Waters, Executive Assistant to the Headteacher: watersc@stjohnbosco.org.uk or sent by post to the college.

Please note that only applicants who have been shortlisted for posts will be contacted following the closing date.

Please contact the College or visit the website to request further details and an application form.

Closing Date: Monday, 14th July 2025

Interviews: To be confirmed

Contact details:

61 Storrington Avenue, Liverpool L11 9DQ

Tel: 0151 330 5142

Email: enquiries@stjohnbosco.org.uk