



Job Description – Academy Medical Welfare Officer

Salary: £23,300 per annum inclusive.

Term time post + one week - 36½ hours per week.

Occupational Pension Scheme.

Attendance Bonus Scheme

General

The Medical Welfare Officer is responsible to the Trust, through the Vice-Principal, for the co-ordination and administering of first aid at Ashcroft Technology Academy. This includes all associated tasks, a number of which are detailed below. Through the PA to the Principal, the Medical Welfare Officer will assist with other clerical duties that can reasonably be undertaken in conjunction with the main responsibilities of the role, including support with ensuring the student database is kept up to date. Some curriculum support may also be provided in first aid as well as assisting with the Duke of Edinburgh's Award Scheme (DoE). The Medical Welfare Officer also provides support on a number of Academy trips.

Key Responsibilities

- ❖ Maintain up to date first aid at work qualification.
- ❖ To control, monitor and administer first line medical assistance to both students and staff at the Academy.
- ❖ To take appropriate care of, offer advice to and (where appropriate) supervise students and staff who are unwell, within the boundaries of the role.
- ❖ To identify, implement and evaluate individual health care plans for students with medical conditions.
- ❖ To liaise with parents/guardians over welfare issues affecting their son/daughter, this may incorporate an element of counselling.
- ❖ To prioritise health problems and complex, urgent or emergency situations requiring medical care including attending hospital with students if required.
- ❖ To liaise with the School Nurse over vaccinations and other student medical issues including ensuring the appropriate scheduling arrangements are fully communicated.
- ❖ To administer or oversee an Epi Pen injection when appropriate. This is to be in accordance with medical procedures and up to the level of the training received.
- ❖ To control storage and administration of medication required to be taken during Academy hours.
- ❖ Maintain sufficient first aid materials both within the welfare office and throughout the Academy.
- ❖ Liaise closely with the Academy's Designated Safeguarding Lead, Heads of Year and members of the Leadership Group over welfare issues, including counselling needs of individual students.
- ❖ To maintain, update and evaluate all medical and student wellbeing policies in place at the Academy and advise on any additional requirements in this area as may be required from time to time.
- ❖ Provide and/or arrange training in first aid to staff and students at the Academy, as and when agreed with the Vice-Principal.
- ❖ Coordinate the role of other staff providing first aid support in the absence of the Academy Welfare Officer, ensuring their training is up to date and that support is equitably distributed amongst designated staff.
- ❖ To ensure teaching and associate staff have appropriate awareness and understanding of common medical conditions in the Academy and advise when certain contagious conditions are present.
- ❖ Support DoE activities and a number of Academy trips.
- ❖ Coordinate the annual programme of influenza vaccinations for staff.

- ❖ Ensure full medical information is received for students transitioning from primary education and from external providers at sixth form level as well as for any in-year additions to any year group and ensuring that key staff are aware of any particular medical needs for certain students.
- ❖ To deliver all medical information and medical procedures to new staff members as part of their induction programme.
- ❖ To maintain an Accident Book and appropriate records and provide the Principal with statistical information for Executive Board purposes.
- ❖ To ensure infection control measures are adhered to in line with local and national guidelines and to report as appropriate under RIDDOR requirements.
- ❖ Assist with aspects of the admissions procedures within the Academy, including updating the student database with particular reference to the input of medical information.
- ❖ Provide assistance with other clerical duties (including office cover) when required, although not to the detriment of the above tasks.
- ❖ Any other tasks as reasonable requested.