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# HASTINGS HIGH SCHOOL

## MEDICAL WELFARE OFFICER

### Application Pack





# HASTINGS HIGH SCHOOL

*Care and Excellence for All*

September 2020

## **MEDICAL WELFARE OFFICER (GRADE 5 – Actual Salary £13786 - £14376)**

Thank you for your interest in this permanent post. The hours each day are 8.15am until 3.15pm from Monday to Friday, during term time only plus one week.

This important role involves coordinating our work to support pupils with medical issues in conjunction with the relevant senior leader. It will also include some general office administration. We are looking for someone with first aid skills (or who is willing to be first aid trained), who is well organised and enjoys working as part of a team. Please note that detailed medical knowledge is not required. The start date is negotiable but would be as soon as possible.

In the last OFSTED inspection the school was judged “Good” but with an outstanding rating for behaviour and personal development. We are committed to further improvement to ensure that we provide “Care and Excellence for All”; a motto which underpins and informs everything we do.

We have included some information about the school with this letter and also the requirements of the post. If you would like to apply, please include a letter of application (no more than 2 sides of A4 in font size 11) to support your completed application form (this can be found on our website). The documents can be posted to school (for the attention of Mrs Anna Murphy) or sent by email to [a.murphy@hastings.leics.sch.uk](mailto:a.murphy@hastings.leics.sch.uk).

The closing date is 12.00pm on Monday 5<sup>th</sup> October. Shortlisting and interviews will take place during the following two weeks. If you do not hear from us by 16<sup>th</sup> October, please assume that you have been unsuccessful on this occasion.

Should you require any further information about Hastings please visit our website: [www.hastings.leics.sch.uk](http://www.hastings.leics.sch.uk) or contact our HR administrator, Mrs Anna Murphy, who will endeavour to answer your questions.

The school takes its safeguarding and child protection responsibilities very seriously and the post will be subject to enhanced DBS clearance, agreeing to our e-safety policy, two supportive written references and a pre-employment medical health check.

We very much hope you will apply and look forward to receiving your application.

Yours sincerely

Claire Bradley  
Co-Headteachers

Steve Shipman



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## AN INTRODUCTION

Hastings High School opened in 1956 and is an oversubscribed, very high achieving community school within Burbage. We have recently expanded to become an 11-16 school and our first ever year 11 took their exams in 2017.

- Our pupils achieve exceptionally strong results at GCSE level, amongst the best in the county. *“The proportions of pupils who achieved both a standard pass and a strong pass in English and mathematics was considerably higher than the national average in 2017”* (Ofsted, 2017).
- We are a small, friendly school with a caring atmosphere and we work hard to ensure that every child feels valued and respected. *“Pupils are very well cared for and individuals’ needs are well met.”* (Ofsted, 2017).
- The behaviour of our pupils is exceptional. *“The behaviour of pupils is outstanding. Their conduct is excellent, both in lessons and around school. Pupils are polite and welcoming to visitors”* (Ofsted, 2017).
- We have a broad and varied curriculum which includes *“an extensive extra-curricular programme which ensures that pupils’ experiences are rich and varied.”* (Ofsted 2017).
- Improving teaching and learning is central to our mission to be the best school we can possibly be.
- We invest considerable resources in high quality staff development and have strong school improvement links with a number of other local schools.
- Rigorous analysis of progress data and highly effective intervention systems lie at the heart of our mission to ensure that all pupils achieve their potential. *“Pupils’ attainment is significantly higher than the national average in most subjects.”* (Ofsted, 2017).
- We see ourselves as being at the centre of the local community and have strong links with other local schools. We also strive to maintain excellent relationships with the families of our pupils.
- Over 90% of the pupils from our 3 main feeder schools typically choose to come to us in Year 7 which facilitates the building of very strong links with Key Stage 2.
- We promote the traditional values of doing one’s best, striving to succeed, the importance of good behaviour and manners and the need to show respect for others. *“..pupils are proud to be members of the school and all are keen to succeed.”* (Ofsted, 2017).



# HASTINGS HIGH SCHOOL

## JOB DESCRIPTION – MEDICAL WELFARE OFFICER

### Report to

Business Manager

### Job Purpose

To provide confidential, effective, efficient and flexible welfare/administrative support to Pupils, Parents and School including supporting the medical needs of all pupils.

### Principal Responsibility Areas

#### Medical Administration

1. Maintain a record of first aiders and monitor renewal of certificates in conjunction with the Business Manager. Organise a first aid rota for when the medical welfare officer is away from school.
2. Maintain a register of pupils with medical conditions, ensuring staff are aware of pupil needs and keeping staff informed.
3. Liaise with parents whose children need to take regular medication, ensuring up to date Health Care Plans are in place (in conjunction with the Business Manager) and that parents are informed of any out of date medication.
4. Ensure that risk assessments are completed for pupils with complex medical needs in conjunction with parents and the Business Manager and that these are made available for staff as required.
5. Provide first aid as part of the weekly rota to pupils and take responsibility for requesting ambulances when necessary.
6. Ensure appropriate procedures are in place for administering medication which pupils have bought to school. Dispense medicines, inhalers, tablets etc brought into school for use by pupils and ensure these medicines are stored safely and under the correct conditions.
7. Ensure the medical room and medical equipment is fit for purpose at all times. Maintain a record of all first aid boxes within school, track their location and check the contents regularly, placing orders for replacements as required.
8. Ensure that trip leaders are aware of any medical issues of students attending their educational visits and that risk assessments have been completed. Also ensure that trips have adequate first aid kits.
9. Arrange suitable training for staff as needed for Epi-pen training, diabetic training etc. in conjunction with the Business Manager.
10. Co-ordinate the immunisation programmes such as for HPV and Flu in conjunction with the Business Manager.
11. Book appointments for pupils to see the school nurse.
12. Log injuries/accidents on Assess Net in conjunction with the Business Manager.
13. Undertake training to be able to use Evac Chairs and renew when required.
14. To undertake any other general administrative duties within the purview of the grade as directed by the line manager.

Special Factors:

Subject to the duration of the need, the special conditions given below apply:

- (a) The nature of the work may involve the post holder carrying out work outside of normal working hours.
- (b) The post holder may be required to attend, from time to time, training courses, conferences or other meetings as required by his/her own training needs and the needs of the service.
- (c) Expenses will be paid in accordance with the Local Conditions of Service.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

***This post is eligible for an enhanced DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and is defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006.***



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## PERSONNEL SPECIFICATION – MEDICAL WELFARE OFFICER

	Essential	Desirable	How assessed
<b>Qualifications</b>	Good general standard of education.	First Aid Qualification Attended SIMS training. ICT qualifications, e.g. word processing.	App/Doc
<b>Experience</b>	Use of ICT applications. Experience of dealing with queries from parents, children and the public.	Previous experience of working in a school setting.	App/Ref
<b>Skills/Attributes</b>	<p>ICT skills – able to use a range of database and software packages.</p> <p>Literate – excellent standard of grammar, punctuation and spelling.</p> <p>Excellent interpersonal skills – able to deal with a variety of people, including students, where necessary, sensitively, emphatically and, when necessary, assertively.</p> <p>Able to make judgements about processing calls and correspondence (e.g. filtering, passing on to other staff, etc).</p> <p>Good communication skills – both oral and written.</p> <p>Good time management skills – be able to prioritise work.</p> <p>Able to be assertive when necessary, to achieve appropriate priorities and outcomes.</p> <p>Able to keep calm in difficult situations.</p> <p>Able to operate effectively as a member of a team and with minimum supervision.</p> <p>Loyalty and dependable.</p> <p>Self-motivated.</p> <p>Flexible – to meet peaks and flows of work.</p> <p>Willingness to undertake training.</p>	First aid skills	App/Intvw
<b>General</b>	<p>An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations</p> <p>Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Disability Discrimination Act 1995.</p>		App/Ref/ Intvw/Med