



Job Description

Administrator – Medical Support

Job Details:

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| Title: | Administrator – Medical Support |
| Responsible to: | Principal |
| Reporting to: | Head of Executive Services |
| Hours: | 37 hours per week (term time plus 2 weeks, 1 week worked during the summer or as service requirements dictate and one week of training days) |
| Grade: | 5-6 |

Job Purpose

To undertake administration duties under the direction of the Head of Executive Services, providing reliable administration support to the whole school.

To be the first point of contact for students' medical needs, and to be part of the team of staff trained to administer first aid.

Main Duties and Responsibilities

- First point of contact to assist with straightforward parental enquiries.
- First point of contact for student queries.
- To train as a first aider and to be part of the first aid team.
- To assist Head of Executive Services with first aid review.
- Maintain the training records for first aiders.
- Liaise with the finance team to book first aid training, including staff medical updates.
- Main point of contact to liaise with parents/students re medical issues and concerns.
- Ensuring adequate controls are in place for the storage and administering of medication to students in an educational environment.
- Monitoring of medical needs in line with healthcare plans e.g. diabetic students.
- Ensuring healthcare plans are fully implemented.

Our Mission – The school aims to provide a **quality** education in a **caring** community based on an ethos of **respect**, **discipline** and a **relentless** pursuit of **excellence** in all that we do.



- Be the main point of contact for parents and carers to ensure healthcare plans are written, accurate and fully implemented, liaising with NHS partners and families.
- Monitor and maintain the stock levels of first aid equipment around the building, keeping appropriate records including for the defib equipment.
- Lead for school nurse liaison, diabetic nurse liaison and liaison with other health professionals, reviewing student's needs and ensuring appropriate referrals are made.
- Maintaining the medical needs register.
- Meeting with parents/carers and students to facilitate Personal Emergency Evacuation Plans (PEEPS) when returning after an injury if required.
- Creating and maintaining medication registers and storing medication safely and compliantly.
- To support the Attendance and Pastoral Manager in communication with families where students are absent through illness where needed.
- To co-ordinate school nurse appointments.
- Completing and maintaining students' healthcare plans, including archiving records.
- Maintain Medical Tracker (schools management system for recording accidents) to ensure robust and accurate reporting.
- To assist in the setting up and running of school events.
- Dealing with student enquiries.
- To support with general administration duties, including photocopying, laminating and collation of documents.
- To cover reception when the receptionist is unavailable.
- Ensure families receive all necessary information when suspensions, managed moves and step outs are arranged, through issuing paperwork prepared by the Assistant Principal – Behaviour and Attitudes.
- To assist with stock control of stationery and medical supplies and ordering process.
- To assist with Career appointments working with the Assistant Principal (Raising Aspirations)
- To assist with School photographs and immunisations.
- To provide refreshments for meetings, events etc.

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- To process internal and external post on a daily basis.

General requirements:

- To undertake other duties appropriate to the grading of the post as required.
- To maintain confidentiality of information acquired in the course of undertaking duties for the department.
- The post holder will be expected to work flexibly and carry out all duties with regard to the school's policies and in compliance with the School's Equal Opportunities, Health and Safety and Code of Conduct procedures.
- To participate in a programme of self/professional development to ensure skills, knowledge and understanding are added to and kept up to date.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for job applicants, or continued employment for any employees, in accordance with our responsibilities under the Equality Act 2010.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Date: 25th February 2026

Name of post holder:

Signature of post holder:

Signature of Principal:

Date:.....