



<b>Post:</b>	<b>SCHOOL HEALTH OFFICER</b>
<b>Reporting to:</b>	Support Services Manager and Director of Finance and Corporate Services
<b>Duration</b>	Temporary 2-Year Contract
<b>Hours:</b>	Full-time 36 hours per week, Term-time with an additional two weeks in the summer
<b>Salary:</b>	NJC 20 £32,597 p.a. Term Time pro rata

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## KEY DUTIES & RESPONSIBILITIES

- Provide daily care to pupils, manage and lead the medical room.
- Ensure the effective management of school health and medical records by:
  - Ensuring the school's management information system and medical tracker, is meticulously maintained, accurate, up to date and in accordance with data protection requirements;
  - Ensuring the ongoing development, sharing and review of healthcare plans for pupils who require them;
  - Ensuring all relevant information is obtained for new students, with healthcare plans in place if required, prior to their start date;
  - Ensuring appropriate stocks of medication and medical supplies are maintained and stored safely, ensuring that they are in date, and all dispensed medicines are recorded appropriately and disposed of safely;
  - Ensure health promotion materials are displayed in an appropriate and timely fashion;
  - Ensure a clean and safe environment is always maintained.
- Administer over-the-counter medication and any specified prescribed treatments, in accordance with school protocols, procedures and with parental consent and instruction.
- Manage and support with medical emergencies on school premises.
- Complete and record routine inspections of Automatic External Defibrillators on the school site ensuring that all devices are maintained and ready for use at all times.
- Administer appropriate First Aid to pupils and staff.
- If deemed necessary, arrange for unwell pupils to go home, liaising with parents and carers to ensure prompt collection.
- Work in partnership with staff, pupils and parents in identifying physical and mental health issues, ensuring referral and liaison with other agencies where appropriate.
- Support staff taking pupils with medical issues on trips by providing advice on risk assessments and coordination of first aid kits and medication where required.
- Organise First Aid and medical training for staff as required.
- Maintain an accurate record of staff who have specific medical training and communicate this school wide.
- Lead the organisation and management of immunisation sessions in school, liaising with Child Health and NHS School Nurses when necessary.
- Train and support staff regarding the care of identified pupils with medical needs.
- Report on any Health and Safety matters termly, i.e. accidents and health safety issues which have impacted pupil wellbeing in the school.

- Ensure personal continued professional development is maintained and built upon, by attending relevant training courses, seminars and conferences relating to health matters.
- Monitor and respond to public health concerns and advise the Senior Leadership Team and Board of Governors on such matters.
- Ensure the development and implementation of relevant medical / first aid policies and procedures.
- Respond to any child protection issues promptly ensuring that the School Safeguarding and Child Protection policy is followed.
- Liaise with the Designated Teacher on notes of concern in relation to physical health and wellbeing.
- Contribute to the coordination of specific support for pupils experiencing emotional health and wellbeing difficulties, alongside members of the safeguarding team.
- Contribute to the school's Personal Development and Pastoral programmes, alongside other initiatives in relation to health, wellbeing, RSE, substance abuse and disease prevention.
- Report on key trends identified in relation to pupil health and wellbeing and support the Senior Leadership Team in identifying methods to bring about change / improvement.
- Lead 1-1 / group interventions with students as required.
- Work alongside key staff to create an emotional health and wellbeing framework for the school.

*The job holder will undertake such work as may be determined by the College as required.*

*This job may be altered from time to time in line with the developing needs of the College.*

*Criteria for this post may be enhanced to facilitate shortlisting.*

*Please note that correspondence regarding all matters related to this post will be made via email.*

# Job Specification

## Post: School Health Officer (Temporary 2-Year Contract)

ESSENTIAL CRITERIA	
1	<b>EDUCATION AND QUALIFICATIONS</b> a) Educated to degree level (or equivalent Level 6 qualification) (A) b) ICT skills and/or qualification (A) c) Recognised First Aid qualification (A) d) Evidence of continued professional development and/or relevant training (A)
2	<b>RELEVANT EXPERIENCE</b> <i>Demonstrate using examples from your own practice</i> a) One year's relevant experience in a similar role (A) b) Experience of working with young people aged 11-19 in supporting health and wellbeing (A) c) Experience of providing brief interventions/support (A) d) Experience in planning and active promotion of policies, procedures, and systems (A) e) Experience of administering First Aid and Medication (A)
3	<b>PERSONAL QUALITIES/ INTERPERSONAL SKILLS</b> <i>Demonstrate using examples from your own practice</i> a) Strong organisation, planning and co-ordination skills (A) b) Ability to organise and prioritise own workload (A) c) Proficient in the use of word, excel and outlook (A) d) Ability to lead staff training and pupil/parent workshops (A & I) e) Ability to communicate effectively with learners (A) f) Ability to interact positively with colleagues, students, and parents (I) g) Ability to communicate articulately with external agencies (A) h) Display initiative, be positive and enthusiastic (I) i) Excellent punctuality and attendance record (R)
4	<b>KNOWLEDGE</b> <i>Demonstrate using examples from your own practice</i> a) Up to date understanding of specialist support services available to young people and ability to liaise with such services (A) b) An understanding of potential barriers to health and wellbeing as well as current and relevant health and wellbeing practises (A) c) Knowledgeable in child protection and safeguarding legislation (A)

DESIRABLE CRITERIA	
	<b>EDUCATION AND QUALIFICATIONS</b> a) Further relevant qualifications (A)
1	<b>RELEVANT EXPERIENCE</b> <i>Demonstrate using examples from your own practice</i> a) Two years' experience in a similar role (A) b) Experience of working in a education setting (A) c) Competent in the use of relevant ICT packages, i.e. SIMS, Medical Tracker (A)
* Criteria to be tested: A (Application Form); I (Interview); (R) Reference *Please note that criteria may need to be enhanced to facilitate the shortlisting process *Hazelwood Integrated College has the right to rescind this appointment before start date	