



**Chase High School
Prittlewell Chase
Westcliff-on-Sea
Essex
SS0 0RT
Tel: 01702 354441**

Headteacher: Matthew Suttanwood

School Medical Officer

Start date: September 2024

Local Government Pay Scale Level 5 Point 8-12 £24,702-£26,421 fte

Flexible working hours between 8.30am-3.30pm/ 5 days a week
35 hours per week (negotiable)
Term Time only

We are seeking an enthusiastic, compassionate and efficient individual to provide medical and welfare support to the students and staff throughout the school day. This individual will be in charge of administering front-line First Aid, co-ordinating Immunisations and maintaining all administrative tasks related to the school's medical support.

Working in a busy environment under the direction of the Senior Leadership Team, the successful applicant will be a key member of the school and administration team. Applicants must be friendly, enthusiastic and have excellent communication and interpersonal skills. They must have a passion for working with young people and previous experience in a similar role.

First Aid/ Medical training would be an advantage but not essential. Training can be provided.

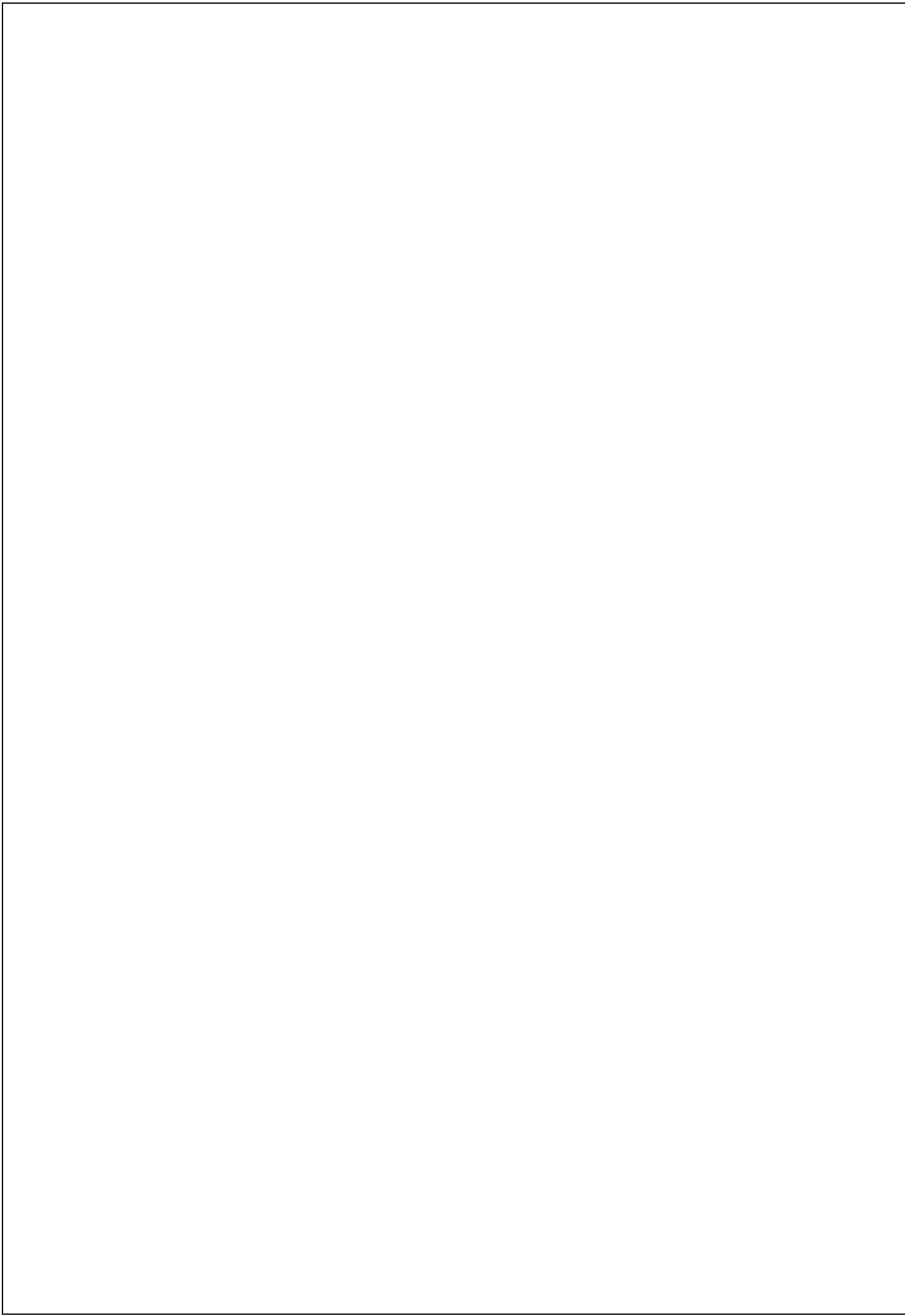
Chase High School is a mixed, mainstream secondary school located in Westcliff-on-Sea, Essex. It educates more than 1,300 students aged 11-18 from over 40 countries. Our values run throughout our community ensuring the pupils have the aspiration to achieve, the character to succeed and the commitment to pursue excellence. We are a fully inclusive school which embraces diversity and celebrates cultural diversity of our community. A recent OFSTED inspection rated us as Good across every aspect of the school and highlighted our commitment to continued and rapid improvement throughout.

For further information and a job description please contact Mrs Sasha Wisbey on 01702 354441 sasha.wisbey@chasehigh.org. Chase High School is committed to safer recruitment so all applicants must be prepared to undergo screening to confirm their suitability to work with children

Closing date for this vacancy: Monday 24th June 2024
Interviews will be held upon receipt of application

We reserve the right to close this vacancy early upon appointment of a successful applicant.

Chase High School is an academy that forms part of the Discovery Educational Trust. Your normal place of work is at Chase High School, however, the Discovery Educational Trust reserves the right to require you to work at any other of its establishments, whether current or future. This may be for a temporary period or on a permanent basis, according to the needs of the employer.



JOB DESCRIPTION

Job Title	School Medical Officer
Grade	Local Government Pay Scale Level 5 Point 8-12 £24,702-£26,421 fte
Reports to	Office Manager
Liaison with	Teaching staff, support staff, pupils, parents, health authorities and other outside agencies.
Job Purpose	To assess the medical and welfare needs of students and when necessary staff , and administer front-line First Aid.
Duties	• To take charge of the administration of all medicines in school. • To provide first aid as required. • Administering Medical care to deal with the daily medical needs and with illness, injury and medical emergencies. • To assist with medical examinations and assessments as required. • Coordinate student immunisations, provide venue and organise timetable and collection of forms. • To promote health education in partnership with teaching and support staff. • Keep records of incidents/accidents in line with statutory procedures. • Manage and maintain first aid stock levels throughout the school and order first aid stocks when needed. • Manage and organise in-school vaccinations (by outside agencies). • To liaise with HR regarding all accidents. • To manage and complete risk assessments for pregnant staff and staff returning to work following a period of illness, use of wheelchair and/or crutches and chronic health conditions. • To take a lead role with relevant outside agencies to promote student wellbeing e.g. diabetic nurses, Child Protection Nurse, Public Health Department etc. • To ensure that the highest possible standards of clinical procedures are maintained. • To liaise with parents and medical personnel. • To work within KCSiE. • To ensure confidentiality of all medical information. • Undertake any training commensurate with the post. • Maintaining an awareness of the latest First Aid techniques and procedures. The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.
General	• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • Your normal place of work is at Chase High School, however,

	the Discovery Educational Trust reserves the right to require you to work at any other of its establishments, whether current or future. This may be for a temporary period or on a permanent basis, according to the needs of the employer • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • To ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
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School Medical Officer

PERSON SPECIFICATION

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	A First Aid qualification Educated to NVQ level 3 Demonstrate relevant experience Completion of DCSF Induction programme Experience of general administrative work
	Knowledge of relevant policies and procedures	Good knowledge of school policies and procedures Thorough knowledge of First Aid
	Literacy	NVQ level 3 in English or equivalent.
	Numeracy	NVQ level 3 in Maths or equivalent.
	Technology	Ability to use technology relevant to role
Communication	Written	Ability to complete detailed reports
	Verbal	Ability to use clear language to communicate information unambiguously. Ability to listen effectively.
	Languages	Use initiative to overcome communication barriers with children and adults
	Negotiating	Ability to negotiate effectively to achieve best outcomes.
Working with children	Behaviour Management	Understand and implement the school's behaviour management policy, as required.
	SEN	Understand and support the differences in children and adults and respond appropriately
	Curriculum	Understanding of the learning experience provided by the school
	Child Development	Understanding of the way in which children develop
	Health & Well being	Understand the importance of physical and emotional wellbeing
Working with others	Working with partners	Establish effective relationships with those working in and with the school.
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to make a distinctive contribution to the work of a team.
	Information	Ability to provide timely and accurate information Contribute to the development and implementation of effective systems to share and safeguard information.

Responsibilities	Organisational skills	Good organisational skills and ability to remain calm under pressure.
	Line Management	N/A
	Time Management	Ability to manage own time effectively
	Creativity	Demonstrate creativity and an ability to resolve problems independently
General	Equalities	Demonstrate a commitment to equality
	Health & Safety	Through understanding of Health & Safety
	Child Protection	Understand and implement Child Protection procedures, as required
	Confidentiality/Data Protection	Understand and comply with procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role