



**THE BILLERICAY SCHOOL**  
**A MATHS AND COMPUTING COLLEGE**  
**JOB DESCRIPTION**



Job Title	Medical Room Supervisor – Part-time
Grade/Salary	Band 3, Points 17-21 (£8,624.08 - £9,493.90)
Hours	3 days per week (exact days to be discussed at interview), 8.15 am – 3.15 pm
Date Required	As soon as reasonably possible.
Closing Date	5 June 2020 @ 09.00 am
Interview Date	TBC – Please be advised that interviews may take place remotely.
Reporting To	Mrs Cooper, Head of Additional Needs

### **About the School**

The Billericay School is a heavily oversubscribed comprehensive in Essex with a specialism in Mathematics and Computing. The school has polite and engaged students who want to learn and benefits from good parental support.

With direct links to the 'Outstanding' Billericay Educational Consortium, The Billericay School is renowned for the high standards of CPD it delivers as well as the collaborative and supportive ethos it promotes amongst staff.

Our Governing body is committed to safeguarding and promoting the welfare of all children and young people and expects all staff and volunteers to share in this commitment. The post is subject to satisfactory medical checks, enhanced DBS clearance and references.

When applying for this position, please use The Billericay School application form, which can be found on our school website under Vacancies. Potential candidates are encouraged to get in touch with any questions they might have or to arrange a visit to the school.

### **Details**

We seek a committed and enthusiastic person to provide first aid/medical assistance to the staff and students within school.

The Medical Room Supervisor will:

- Act as primary first-aider for staff and students
- Supervise the activities of the Medical Room



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### **Responsibilities**

- Supervision of the medical room during contracted hours
- Provision of first-aid assistance as and when required
- Coordination of 'care protocols' for students with certain medical conditions
- Assisting the SENCO / AH Additional Needs in the implementation of EHCP [Education Health Care Plans]
- Co-ordination of vaccinations
- Updating medical records of students in SIMS
- Preparation of 'medical pass cards' for students with certain medical conditions
- Management of the non-prescription drugs / student drugs held in school
- Liaison with parents re students who are / become unwell in school or have significant medical conditions
- Liaison with emergency services when required
- Liaison with staff in relation to students with certain medical conditions
- Provision of first aid packs / student medical information for off site trips & visits
- Provision of accident and incident details to DH i/c Health & Safety in relation to 'Reportable Incidents' [HSE - RIDDOR]

### **Additional Responsibilities**

- Maintenance of up-to-date 'First Aid at Work' Certification [along with one other]
- Co-ordination of lost property within the school

### **Notes:**

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post-holder must use Directed Time in accordance with the school's published Time Policy.

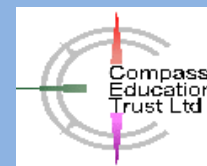
This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year and it may be subject to modification or amendment at any time after consultation with the holder of the post.



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### PERSON SPECIFICATION



Category	Essential	Desirable
<b>Application</b>	<ul style="list-style-type: none"> <li>Supportive references</li> <li>Completion of Billericay School Application form / Well-structured letter of application (Internal Candidates)</li> </ul>	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>First Aid at Work [Current] or willing to gain</li> <li>First Aid Training [St. Johns Ambulance/Red Cross or similar]; at least one of 'Emergency First Aid at Work', 'First Aid for Work with Children &amp; Young People'.</li> </ul>	<ul style="list-style-type: none"> <li>Registered Nurse / Nursing Degree (BSc)</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Minimum of 3 years experience in nursing or similar role</li> <li>Experience in provision of 'intimate care' for students with additional needs.</li> <li>Experience in preparation and coordination of 'care protocols'.</li> <li>Experience of the recording and reporting procedures for 'Reportable Incidents' (HSE - RIDDOR)</li> </ul>	<ul style="list-style-type: none"> <li>Experience as a school nurse</li> <li>Experience in coordination of vaccination programmes and provision</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>Evidence of Continuing Professional Development.</li> </ul>	<ul style="list-style-type: none"> <li>Additional medical / first aid qualifications relevant to a school setting</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Good observation skills – alert, attentive and vigilant; particularly during medical emergencies.</li> <li>Ability to work independently, use initiative and deal with any medical emergency in a calm and efficient manner.</li> <li>Ability to communicate effectively, both orally and in writing, to a wide range of audiences</li> <li>Ability to prioritise, plan and organise effectively</li> </ul>	<ul style="list-style-type: none"> <li>Strong analysis, review and judgement skills in a medical setting</li> </ul>
<b>Special Knowledge</b>	<ul style="list-style-type: none"> <li>A clear vision and understanding of the medical needs of secondary students, particularly those with additional needs</li> <li>Understanding of the role of outside agencies, particularly the School Nursing Service.</li> </ul>	<ul style="list-style-type: none"> <li>Use of ICT including; accessing and recording medical records on school database, use of Microsoft Outlook, Word and Excel.</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>Ability to demonstrate enthusiasm, respect and sensitivity whilst working with all members of the school community</li> <li>Caring and patient attitude towards students, staff and parents</li> <li>A good health, attendance and punctuality record</li> <li>Evidence of being able to build and sustain effective working relationships with students, staff, governors, parents/carers and the wider community</li> <li>Emotional stability, can cope with pressure and use humour to good effect</li> </ul>	<ul style="list-style-type: none"> <li>Good physical and mental endurance</li> <li>Flexibility and adaptability in order to be able to mix and work with a wide range of people</li> <li>Interests beyond nursing/school</li> </ul>