**JOB DESCRIPTION**

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| **JOB TITLE** | | Pastoral Medical Assistant |
| **EMPLOYER** | | University of Brighton Academies Trust |
| **LOCATION (Academy)** | | The Burgess Hill Academy |
| **GRADE** | | West Sussex Grade 5 |
| **RESPONSIBLE TO** | | Academy Business Manager |
| **RESPONSIBLE FOR** | | - |
| **MAIN PURPOSE OF THE JOB** | | Provide first line First Aid support to students and staff to promote their wellbeing and ability to work, learn and achieve.  Support the integration of students with individual medical needs for an inclusive learning environment.  Follow the academy’s policy procedure to report incidents and take appropriate follow-up action. |
| **MAIN TASKS / KEY RESPONSIBILITIES** | | |
| **1** | Lead on the daily provision of first aid and health advice for students and staff in accordance with academy’s policy and procedures:   * Deal with medical emergencies on-site, calling emergency services if required and when necessary accompanying students to hospital until a parent arrives. * Notify parents of medical situations that have arisen and actions taken * Using the academy’s online systems (Meditracker, SIMS, CPOMS, Civica), maintain records relating to medical incidents and accidents. * Refer pastoral and behaviour concerns to the Pastoral team. * Notify outbreaks of infections * Manage the supervision and provision of work for students unable to attend lessons due to medical reasons | |
| **2** | Create and update healthcare plans for students with medical needs. Update these records, annually or when changes occur. | |
| **3** | Case management of individual students with complex medical needs:   * Monitor strategies and issues connected with identified students to ensure that these students are attending and engaged in learning. * Liaise with the Pastoral and SEN teams, where appropriate, on student issues * Liaise with relevant agencies; arrange meetings with relevant parties etc. to discuss individual students * Liaise regularly with tutors and teachers to ensure core medical / pastoral needs of students are managed in line with agreed objectives | |
| **4** | Observe and implement the academy’s policy in relation to medication is schools, in consultation with appropriate staff and parents, ensuring that students’ medicines are stored and managed correctly. | |
| **5** | Ensure adequate first aid provision is available for off site visits by providing information regarding students with medical needs to trip leaders and supplying first aid kits for all academy trips | |
| **6** | Liaise with school nursing service and other medical professionals on any community health issues, vaccination programmes, school nurse appointments etc. | |
| **7** | Maintain an overview of first aid training, ensuring that all first aiders are up to date with the relevant training, including additional training on specific individual needs. | |
| **8** | Monitor first aid kits around the site, ensuring they are replenished and contents are in date. | |
| **9** | Provide after school first aid cover for clubs and fixtures until 4pm. | |
|  | Other   * + Carry out all activities in such a manner that data protection requirements are met and are in line with the Trust’s policies for Safeguarding, Health and Safety, and Equal Opportunities.   + Participate in professional development activities and performance management activities as required   + Undertake other reasonable duties as directed by your line manager | |

**PERSON SPECIFICATION**

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| **Qualifications** | * Demonstrable ability in English and Maths at GCSE level 5 (Grade C) or above. * First Aid at Work (3 days) qualification or the willingness to complete (training will be provided) |
| **Experience** | * Administrative experience within a professional environment is essential * Experience of working within an educational environment or with young people * Experience of working in a medical / first aid related role would be desirable * IT skills, including Microsoft Office (Word, Excel) are essential |
| **Skills & Knowledge** | * Ability to work under pressure, dealing with conflicting demands and interruptions * Ability to demonstrate a high level of accuracy in input and proof checking with enhanced attention to detail. * Strong Interpersonal and communication skills, with the ability to form effective working relationships across the Academy. * Ability to work in a discreet and sensitive manner demonstrating sensitivity and ensuring confidentiality at all times * Ability to work as part of a team as well as unsupervised |

**ADDITIONAL INFORMATION**

This post will be subject to an Enhanced DBS Check.

This post is exempt from the Rehabilitation of Offenders Act (1974) – Applicants must be prepared to disclose all criminal convictions and cautions, including those that would otherwise be spent under the Act.

The University of Brighton Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**DOCUMENT INFORMATION**

This Job Description is correct at the time of print and gives the main responsibilities and tasks of the role.

These may, however, be changed or added to as appropriate.

There may also be the need for staff to undertake additional duties from time to time appropriate to the level of the post. Should these additional tasks become a frequent part of the role, the job description will be revised through consultation with the post holder.

Date approved: 27.03.25

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