



Brighton & Hove

JOB DESCRIPTION

JOB TITLE: Assistant School Medical Officer - Grade 3

SECTION: Varndean School

1. PURPOSE OF JOB

Under the guidance of senior staff, **undertake** administrative and organisational processes as required. **Assist with the planning, supervision and development of the Medical Centre**

2. PRINCIPAL ACCOUNTABILITIES

Organisation

- Deal with **complex** health & medical matters as required
- Act as first point of contact for health & medical matters
- **Assist with the administration of First Aid to pupils and staff, liaising with senior staff and parents and ensuring the completion of incident report forms and the medical log**
- **Ensure compliance with school policy related to health & medical matters**
- **Supervise, train and develop staff as appropriate**

Administration

- **Manage** manual and computerised records / management information systems as required
- **Assist with analysing and evaluating** data / information and **producing reports / information / data** as required
- Undertake typing, word-processing and complex IT based tasks
- **Assist the Schools medical officer in providing information, reports and data to the School Business Manager and Governing Body with regard to health and medical matters as required**
- Attend meetings, as required
- **Complete and submit complex forms, returns etc., including those to outside agencies, e.g. DfES**
- **Maintain necessary records**

Resources

- **Operate relevant equipment / complex ICT packages (e.g. Word, Google, Excel, graphics, database, Internet)**
- **Assist in monitoring and managing first-aid stock cataloguing resources and undertaking audits as required**
- Provide general health and medical advice to staff, pupils and others
- **Undertake research and obtain information to inform decisions**

Responsibilities

- Comply with and **assist in the development of related policies and procedures** relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and equal opportunities for all
- Contribute to the overall ethos / work / aims of the school
- **Establish constructive relationships and communicate with other agencies / professionals**
- Participate in training and other learning activities and performance development as required
- **Recognise own strengths and areas of expertise and use these to advise and support others**

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

PERSON SPECIFICATION

POST TITLE: **Assistant School Medical Officer**

CRITERIA

ESSENTIAL CRITERIA

**Job Related
Education and
Qualifications
and Knowledge**

- NVQ **Level 3** or equivalent qualification or experience in relevant discipline
- Good knowledge and understanding of relevant ICT packages, **including the school's specialist software / equipment / resources**
- **Full working knowledge** and understanding of range of relevant policies / codes of practice and awareness of relevant legislation
- Appropriate knowledge of first aid or a passion to learn

Experience

- Demonstrable experience of development, management and operation of administrative systems likely to have been gained **over a period of two years**

Skills & Abilities

- Good numerical skills
- Good literacy skills
- **Good** ICT skills
- Able to relate well to children and adults, often dealing with visitors, passing information / messages to other staff, dealing with sick children, **providing advice**
- Some need to use analytical, **judgmental, creative and developmental skills**
- Able to demonstrate sensitivity and tact particularly **when dealing with more sensitive health and medical issues**
- Able to maintain confidentiality
- Able to work accurately and with attention to detail
- Alertness and concentration
- Able to undertake short term planning, e.g. managing own workload, ensuring deadlines are met
- Able to deal with more complex queries and know when to refer to more senior staff
- Able to work constructively as part of a team and to understand school roles and responsibilities and own position within these
- **Able to self evaluate learning needs and actively seek learning opportunities**

Equalities

- To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.