



The Bishop's Stortford High School Job Description

Job Title:	SEND Administrator and Medical Support
Job Grade:	Grade H4
Contract and Hours Of Work:	Working hours: 08:30 – 15:30 Mon-Fri 32.5 Hours term Time only (38 weeks + Holiday)
Job Purpose:	To provide immediate and effective first aid to students at the school; to support the physical health and well-being of students; and to provide support in preparing and managing Educational Health Care Plans for students contributing to a safe school environment in accordance with health and safety guidelines and safeguarding policies.
Main Duties & Responsibilities	<ul style="list-style-type: none"> • Administer first aid treatment to students for minor injuries, illnesses, or emergencies during school hours. • Maintain up-to-date records of all accidents, incidents, and treatments in accordance with school policy and GDPR requirements. • Monitor students who are unwell and contact parents/carers as necessary. • Assess when further medical attention is required and coordinate with emergency services if necessary. • Maintain and restock first aid kits across the school site, including classrooms, labs, playgrounds, and school trips. • Liaise with external medical professionals and emergency contacts when necessary. • Assist with health-related communications to parents and staff • Provide guidance and support to staff on minor injuries and health concerns • Ensure all Student health and medical records are reviewed and updated • Support the development and implementation of Education, Health & Care Plans (EHCPs) for students with specific medical needs (e.g., asthma, epilepsy, diabetes, allergies). • Prepare statutory reports and information for EHCP and SEND reviews • Provide administrative support for matters relating to children with SEND • Participate in emergency drills (fire, lockdown, etc.) and contribute to the school's emergency response procedures.

Person Specification

	ESSENTIAL	DESIRABLE
a) Experience	<ul style="list-style-type: none"> • Knowledge of health and safety regulations and procedures in a school environment • Understanding of safeguarding and child protection responsibilities 	<ul style="list-style-type: none"> • Previous experience providing first aid in a school or youth setting • Working with young people
b) Qualifications	<ul style="list-style-type: none"> • Valid First Aid at Work Certificate (or equivalent recognized qualification) an advantage • Competent computer skills: Outlook, Word, Excel, Mail Merge 	<ul style="list-style-type: none"> • GCSEs: minimum of 5 including English, Maths & Science • HCA or nursing qualifications or experience
c) Skills	<ul style="list-style-type: none"> • Excellent communication and social skills • Calm, compassionate, and professional manner in high-pressure situations. • Strong organizational and record-keeping abilities. • Discretion and understanding of confidentiality requirements 	<ul style="list-style-type: none"> • Knowledge and experience of School based IT systems
d) Qualities	<ul style="list-style-type: none"> • Sensitivity to the physical and emotional needs of children and adolescents. • Ability to establish good relationships with students, teaching staff, support staff and parents. • Resilience to challenging situations. • Positive and supportive attitude 	

Safeguarding

- The Bishop's Stortford High School is committed to safeguarding and promoting the welfare of children and young people
- This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Criminal Records Bureau as part of the Governing Body's pre-employment checks

Additional Information

- All employees are expected to contribute to and support the overall aims and ethos of the school and to participate in training and performance management and development.
- The postholder is expected to accept any reasonable alterations to this job description that may from time to time be necessary in response to the changing demands and needs of the school.