



JOB DESCRIPTION

JOB TITLE:	Admin Assistant - Medical
HOURS:	25 hours a week 09:15 to 14:45 daily (30 minute unpaid lunch break) Term time only
GRADE:	C
Reports To:	School Nurse

GENERAL STATEMENT

To represent The Mountbatten School in a positive manner and to treat all visitors with respect, courtesy, and consideration, to ensure that every effort is made to satisfy reasonable requirements and assist in the maintenance of an attractive welcoming campus.

To carry out duties correctly and promptly in a good working atmosphere and to assist in the creation of a safer environment by adhering to Health and Safety Regulations and agreed Codes of Practice for school employees.

JOB PURPOSE

To assist the School Nurse with administrative support of welfare and medical tasks and systems.

RESPONSIBILITIES:

- To prepare the reports and documentation required for all school trips and visits.
- To provide First Aid kits for school Off Site Activities when requested.
- To prepare and run reports when required.
- To update and maintain reports and records/logs of students' health care plans, medical room visits and other required records/files.
- To deputise and supervise the medical room(s) and occupants when School Nurse requires.
- To administer First Aid as required to students, staff, and visitors, following the correct procedures set by the School Nurse
- To refer students to the School Nurse for medical assessments.
- To contact parents and carers over student accidents, as necessary by phone, letter or email.

- To assist with the organisation of medical inspections, testing, vaccinations and other health and welfare routines.
- To schedule student vaccinations with minimal disruption to learning.
- To inspect, audit and maintain all first aid boxes across the school with up to date records.
- To prepare signage and communications to faculties about first aid boxes, usage and replenishment.
- To issue and record student exit/phone passes and any other communication required.
- To liaise with the School Nurse and the Finance Office to order stationery and first aid equipment as required.
- To complete accident/incident forms as necessary, to follow up with students, staff and visitors.
- To discuss concerns for students with School Nurse, Tutors, Heads of Year, SENDCo, Designated Safeguarding Leads, or other appropriate staff.
- To report and monitor patterns of attendance to the medical room of students and from which faculties.
- To ensure the medical room is open/covered for students all day upon liaising with the School Nurse.
- To maintain student confidentiality through appropriate systems, processes and procedures.
- To role model high professional standards and support school policies.
- To carry out any other related duties as required.
- To hold an approved First Aid Qualification and complete refresher training when required.
- To undertake other finance administration and general administration as necessary.
- Any other duties associated with the role at the discretion of the CEO and/or Headteacher.

As the adoption of Artificial Intelligence allows administrative and technical efficiencies, administrative roles in our school will be reviewed from time to time in consultation with postholders.

This is not a definitive list of tasks. It is a guide and will be reviewed on an annual basis. Amendments can occur at any time in consultation with the post holder.

The post-holder is required to respect the confidentiality of matters relating to students and other members of staff. The post holder must be aware of and comply with the requirements of the Data Protection Act (DPA), details of which are available from the Director School Services.

NOTES

- The School and site are open between hours of 7.00 am and 10.00 pm and Support Staff are occasionally requested to carry out their duties during these hours in order to meet the

operational needs of the school. Those staff who may be asked to work outside these times will have a note to that effect in their job description.

- Hours of work/designated lunch times may be subject to change for operational reasons.
- All applications for leave of absence, claims for additional hours, changes to published hours of working, etc. should be agreed by the line manager and processed via the HR Manager to enable records to be kept.
- No other holidays will be granted during term time without a very exceptional reason. Requests must be given in writing at least 6 working weeks in advance.
- In exceptional cases where time off is granted it will either be as
 - a) unpaid leave, or
 - b) time made up in lieu (by negotiation).
- There are other occasions when the Headteacher may grant leave (unpaid or time made up in lieu) for:
 - a) overtime which has been worked by agreement with the line manager
 - b) to attend a special event e.g. graduation.

FLEXIBILITY STATEMENT

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

APPRAISAL

All support staff undertake an annual Appraisal in line with school policy and practice. This post holder's Appraisal would be undertaken by the School Nurse.

Date Prepared:	October 2025
Prepared By:	Natalie Harper/Elizabeth Haines
Date Reviewed:	
Reviewed By:	