

## JOB DESCRIPTION

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| Position Title:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Medical Hub Officer                                                                                                | Date Finalised | July 2026 |
| Teaching/Non-Teaching:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Non-Teaching                                                                                                       |                |           |
| Grade:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | C1 – C5 (depending on experience)                                                                                  |                |           |
| Salary:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | £11,645 per annum - £12,134 per annum (depending on experience)<br>(FTE £25,186 per annum – FTE £26,244 per annum) |                |           |
| Contract:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Permanent                                                                                                          |                |           |
| Working Hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 4 hours per day, 20 hours per week, 39 working weeks per year.<br>Monday-Friday, 10:00am to 2:00pm                 |                |           |
| Department:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Business Support                                                                                                   |                |           |
| Team                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Medical Hub                                                                                                        |                |           |
| Reports to:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | PA to Headteacher                                                                                                  |                |           |
| Subordinate Positions:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | N/A                                                                                                                |                |           |
| Job Summary/Purpose                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                    |                |           |
| To provide first-line medical support and triage for students attending the Medical Hub. The post holder will assess, prioritise and respond to students presenting with illness, injury or medical concerns, administer first aid where appropriate, and support students to return to learning wherever possible. The role is predominantly student-facing, with administration limited to the maintenance of accurate medical records and essential communication with staff and parents.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                    |                |           |
| Primary Responsibilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                    |                |           |
| <ul style="list-style-type: none"><li>• Act as the first point of contact for students attending the Medical Hub.</li><li>• Assess and triage students presenting with illness, injury or medical concerns.</li><li>• Provide appropriate first aid treatment within the scope of training and school procedures.</li><li>• Determine whether students should return to lessons, remain under observation, be collected by parents/carers or require further medical assistance.</li><li>• Respond appropriately to medical emergencies, coordinating support and contacting emergency services when necessary.</li><li>• Support students with existing medical conditions in accordance with agreed healthcare plans.</li><li>• Administer medication in line with school policies and parental permissions.</li><li>• Maintain accurate records of student visits, treatments administered and outcomes.</li><li>• Complete accident and incident reports as required.</li><li>• Liaise with parents/carers regarding student illness, injury or medical needs.</li><li>• Work closely with pastoral, SEND and safeguarding colleagues to ensure students receive appropriate support.</li><li>• Maintain appropriate stock levels of first aid supplies and report replenishment needs.</li><li>• Support the coordination of the school vaccination programmes, including parental communications, consent administration, record keeping and student organisation, liaising with healthcare providers to support the smooth delivery of sessions.</li></ul> |                                                                                                                    |                |           |
| Are there line management responsibilities?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                    | No             |           |
| Other relationships within the school i.e. which parts of the school will this role work closely with?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                    |                |           |
| <ul style="list-style-type: none"><li>• Students</li><li>• Student Support Hub</li><li>• Wellbeing Hub</li><li>• Heads of House</li><li>• Safeguarding Team</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                    |                |           |

| <ul style="list-style-type: none"> <li>• Inclusion Team</li> <li>• Teaching staff</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                      |
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| <b>External relationships i.e. which external stakeholders will this role work closely with?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                      |
| <ul style="list-style-type: none"> <li>• Parents / Carers</li> <li>• Healthcare professionals and external agencies where appropriate.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                        |                                                      |
| <b>Critical Skills</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                      |
| <ul style="list-style-type: none"> <li>• Excellent interpersonal and communication skills.</li> <li>• Ability to remain calm and make sound judgements under pressure.</li> <li>• Ability to maintain confidentiality and professional boundaries.</li> </ul>                                                                                                                                                                                                                                                                            |                                                      |
| <b>What financial responsibility (if any) does this position have?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                      |
| N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                      |
| <b>Knowledge, Experience, Qualifications, Technical Requirements, Education</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>Required/Preferred</b>                            |
| <ul style="list-style-type: none"> <li>• Current First Aid qualification or willingness to obtain one immediately upon appointment.</li> <li>• Experience in a first aid, healthcare, welfare, care or similar support role.</li> <li>• Good ICT and record-keeping skills.</li> <li>• Experience working with children and young people or within a customer-facing care environment.</li> </ul>                                                                                                                                        | Required<br><br>Required<br><br>Required<br>Required |
| <ul style="list-style-type: none"> <li>• Paediatric First Aid qualification.</li> <li>• Experience working within a school environment.</li> <li>• Knowledge of common medical conditions affecting school-aged children.</li> <li>• Understanding of safeguarding responsibilities within education.</li> </ul>                                                                                                                                                                                                                         | Preferred<br>Preferred<br>Preferred<br><br>Preferred |
| <p><i>Calthorpe Park School is committed to safeguarding and all staff have a duty of care towards our young people. We foster a culture of vigilance amongst staff, students and parents and we always listen to children and take their concerns seriously. We will ensure that all our recruitment and selection practices reflect this commitment.</i></p> <p><i>Please note that the successful candidate will be subject to an Enhanced Disclosure and Barring Service checks along with other relevant employment checks.</i></p> |                                                      |