



Job Title: Medical and Welfare Officer/School Nurse

Location: Miltoncross Academy

Salary

PCC FTE SCP16 (£35,953) - SCP21 (£41,777)

Actual Pro rated Salary SCP16 £30,684 – SCP21 £35,655

Closing date: 28th October 2026

Interview date: TBC

Start date: ASAP

Hours: 37 Hours Mon - Thurs 0830 – 1630 Fri 0830 - 1600

Term Time only (including Inset Days)

Are you a nurse, an armed forces Medical Assistant or another medical or care practitioner or do you simply have experience helping people with medical needs? Whatever your experience, if you are keen to work in a school supporting children with their medical needs then we want to hear from you!

Miltoncross is an academy at the heart of its community that has very high aspirations for all of its staff and 1000 students. We operate by the core values of Work Hard. Be Kind. No Excuses in order to foster a learning community where everybody values each other and everybody values the power of learning.

Why work at Miltoncross Academy as our medical and welfare officer? Well, it's a vibrant, busy and exciting place to work where rarely are two days the same. The role is term time only, thus allowing a really healthy work, life balance. For an excellent candidate, hours could have a degree of flexibility.

We are located on the West of Portsmouth and access is easy from the M27 or A27. Many staff commute easily from Southampton, Hampshire, Isle of Wight and West Sussex either by car or by public transport.

We offer a supportive and unified working environment where we all have the same simple but ambitious goal: ***Every young person will leave us having exceeded expectations; academically, personally, and socially because we believed in them, challenged them and never settled for less.***

Applicants must be friendly, enthusiastic and have excellent communication and interpersonal skills as they build strong relationships internally with staff and students but also importantly with external providers.

If you are interested in this role and would like to discuss it further or visit the school, please contact the Headteacher's PA, hannah.eustace@miltoncross-tkat.org who will be happy to answer any question or arrange a visit.

Please note that suitable applicants will be interviewed at the earliest opportunity and if a suitable be identified, we reserve the right to close the advert early. As such we would recommend interested applicants to apply as soon as possible.

As the Medical and Welfare officer some of your Main duties will include:

- Assess and administer first aid/Medication problems presented by pupils and staff in accordance with the school policies. Taking appropriate action in the event of an emergency and communicating with staff and parents as necessary.
- Contact and liaise with parents and carers and arrange for sick children to be taken home where appropriate.
- Maintain accurate records of daily visits to the medical room or accidents treated. Drawing attention to the appropriate team of cases of concern.



- Maintain First Aid supplies in accordance with regulations. Storing and labelling medicines prescribed for individual students.
- To be responsible for administering prescribed drugs which are necessary to be taken by pupils during the school day, ensuring that parental consent is obtained and recorded. Maintaining the medical register.
- Liaise with parents and staff in accordance with school policies on medical and mental health.
- Organise immunisation programmes with the support of the welfare office and in liaison with NHS schools-based immunisation programme.
- To maintain stocks and order medical supplies and equipment in order to ensure adequate emergency medical resources exist within the school.
- Arrange and manage communication with regards to medical consents.
- Maintain records on our MIS student/Staff database (Arbor)
- Work with staff to ensure timely completion of accident reports and follow school policy in the submission of RIDDOR reports.
- To attend meetings with staff, parents and outside agencies as required.
- To undertake any other reasonable duties commensurate with the grade as and when required
- To co-ordinate, administer and maintain Individual Health Care Plans and risk assessment for pupils with specific medical needs in conjunction with parents, the SEND Team and any other relevant health care professionals. Ensure these are communicated to relevant staff members.
- To ensure teaching and support staff have appropriate awareness and understanding of the common medical conditions in the school.

Other Duties include:

- Work effectively and collaboratively with teachers, support staff and external support as required to ensure effective support provision for all our pupils.
- Communicate effectively with other staff members and pupils, and with parents and carers.
- Develop effective professional relationships with colleagues.
- Support the school vision and objectives outlines in the school improvement plan.
- Uphold, support and demonstrate the TKAT vision purpose and values.
- Follow school and TKAT policies and procedures.

Safeguarding Requirements

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
- Promote the safeguarding of all pupils in the school.
- Ensure confidentiality is maintained at all times.

**Working for TKAT:**

In return, as an employee of The Kemnal Academies Trust (TKAT), you will benefit from:

- A wide variety of opportunities for professional development, including the potential to develop your career at more than one TKAT academy;
- Opportunities to work flexibly, where possible;
- Our support for your wellbeing at work; and
- The rewards of working to improve the life chances of our pupils.

Safeguarding

TKAT is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Offers of employment will be subject to the full Safer Recruitment process, including an enhanced disclosure and barring service check.

Equal Opportunities

TKAT is committed to equality of opportunity. We welcome applications from all suitable candidates, regardless of any protected characteristic for example race, gender, sexual orientation, disability or age. All applications are treated on merit. This includes applications from individuals wishing to work full time, part time or on a flexible basis.