



Job Description

Medical Officer

Principal Responsibilities

To contribute to attendance administrative and medical procedures

Responsible to: The Headteacher via Deputy Headteacher

Duties and Responsibilities

- Managing the computerised registration system – in absence of Attendance Officer
- Monitoring registers – in absence of Attendance Officer
- Assisting with daily calls to parents for attendance checking
- Administering first aid where appropriate in the medical room or around school premises
- Contacting parents of children who are ill or in an accident
- Managing medical records and informing appropriate staff where necessary
- Reporting accidents and near misses to Riddor or County
- Liaising with schools nursing service on immunisations
- Establishing and overseeing systems for immunisation programmes
- Liaising with Heads of Year and Pastoral Team to exchange information on specific students where there are concerns
- General filing of all medical information
- Maintenance of a daily fire register for students – in absence of Attendance Officer

Skills Required

- Using Microsoft Word (basic)
- Using Excel
- Using SIMS and Satchel software packages
- Managing Data
- First Aid (full First Aid Certificate)
- Multi-tasking at speed

General Requirements

- Attend scheduled meetings
- Actively seek to develop professionally
- Participate in the school appraisal process
- Work within the terms and conditions of Bucks Pay employees
- Carry out all duties and responsibilities with due regard to the school policies
- Be subject to a police criminal records check (enhanced disclosure) from the Criminal Records Bureau
- In accordance with the provision of the Disability Discrimination Act 1995, perform all duties and tasks with reasonable adjustment, where appropriate
- Be prepared to carry out additional duties, which may reasonably be required by the Headteacher.

The duties of the post may vary from time to time, as required by the Headteacher, without changing their general character or level of responsibility.

Postholder

Name

Signature

Date

Headteacher

Name

Signature

Date