

## Medical Centre Administrator

### Medical Centre

**(4 days per Week, Term-Time Only)**

Whitgift is one of Britain's leading independent boarding and day schools for boys aged between 10 and 18 years, with approximately 1550 pupils and over one hundred boarding or flexi-boarding pupils. It was founded in 1596 by Elizabeth I's last Archbishop of Canterbury, John Whitgift, and is the oldest school in Croydon. Whitgift enjoys facilities of outstanding quality, amongst the best available nationally, in a beautiful parkland estate in South Croydon with excellent links to London, Surrey and the south coast.

The role will report to the Senior School Nurse.

#### **OUTLINE OF POST:**

To assist a team of Five School Nurses who are supported by a bank of Seven Bank Nurses, through the provision of secretarial and administrative support in the running of an effective, efficient, and professional Medical Centre.

To act as a First Aider and medical support assistant when required and to give general support in the day-to-day running of the Medical Centre.

#### **MAIN DUTIES AND RESPONSIBILITIES:**

##### **Administrative Assistant Role**

- Answer incoming telephone calls and direct them appropriately.
- Assist the School Nurses in creating new pupil medical files.
- Remove all Leavers' medical files.
- Assist with keeping ISAMS and databases up to date.
- Under the guidance of the School Nurses, circulate the most recent Allergy list and Medical List at the start of each academic year, and throughout the year when necessary, to teaching staff.
- Obtain Duty List, Tutor List and School List as appropriate.
- Maintain a supply of all forms used daily by the School Nurses.
- Prepare a list of staff and boarding pupils who wish to take the Flu Vaccine (once a year only).
- Assist with the processing of school trip forms.
- Assist with school vaccinations and documentation.
- Make Medical appointments and keep doctor's diaries up to date.
- Undertake general typing/secretarial work as directed by the School Nurses.
- Develop the role of administrator as appropriate.

##### **First Aider Role**

- Care for sick or injured pupils and staff and administer First Aid for minor injuries or sickness in the absence of the School Nurse.
- Escort pupils and staff to hospital or appointments if necessary, and generally give comfort and care to such pupils and staff.

- Record and carefully document any sickness problem of a pupil and staff give necessary regular treatment or medication with the written consent of parents and in line with school policy (only in the absence of a School Nurse). Complete accident reports if necessary.
- Familiarise yourself with and follow the School's various medical and First Aid policies.
- Ensure that the Medical Centre is kept tidy and fully stocked with the necessary equipment and medical supplies.
- Familiarise yourself with the location of all First Aid boxes throughout the School and ensure that these First Aid boxes are restocked so that there is a full complement of necessary supplies for them to be effective.
- Maintain school medical records
- Care for and comfort pupils in times of distress or difficulty.
- Collect meals from the Dining Hall for all pupils who are 'in-patients' during the school day.
- Escort pupils back to class if necessary.
- Collect prescriptions from the local Chemist.
- Ensure that all information about pupils/staff remains confidential in line with the Medical team NMC code of conduct.

#### **PERSONAL RESPONSIBILITIES:**

To carry out the duties and responsibilities of the post, in accordance with the School's Safeguarding Policy, Health and Safety Policy and relevant Health and Safety Legislation.

#### **PERFORMANCE STANDARDS:**

To ensure that all services within the areas of responsibility are provided in accordance with the School's Commitment to high quality service provision. This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

#### **PERSONAL SPECIFICATION:**

##### **Essential Skills:**

- Excellent command of the English Language
- Excellent verbal and written communication skills
- Excellent organisation and administrative skills
- Excellent knowledge of Microsoft Office Suite (Word and Excel)
- Experience of databases: iSAMS, Reach, Teams, Emis web.
- Experience of working with children and young people
- Ability to manage sensitive and confidential information
- Experience of working in a medical department/School

##### **Desirable Skills:**

- First Aid at Work certificate (training will be given where necessary)
- Knowledge of basic health and safety procedures
- Ability to use initiative
- Ability to work under pressure or to deadlines

## STAFF BENEFITS:

All our staff benefit from a competitive remuneration package, including:

- 25 days' holiday pay (*for full-year posts*) pro rata for part-time or fixed-term positions
- Membership of a generous money purchase pension scheme for all support staff which includes 3 x salary life assurance cover
- Free access to an Employee discount Club, which offers discounted rates on a range of products and services, including insurance, holidays and travel, fashion, and retail
- Discounted school fees for permanent staff working at, or for, the Foundation Schools
- Off-peak access to our onsite gym
- Membership of the BUPA Cash Plan Scheme, which gives financial support towards the cost of optical, dental and medical costs as well as a free 24-hour advice line for all staff
- A range of family-friendly benefits including enhanced maternity pay and childcare vouchers
- Season ticket loan
- Onsite parking (when available)
- Lunch provided during term time

## CONDITIONS OF SERVICE

This position is offered as a Permanent, Part-Time, Term-Time Only contract (There is a potential requirement to attend up to 5 additional Inset or Staff Training Days throughout the year.)

The Medical Centre Administrator will work 30 hours per week, 4 days per week, term time only. The hours are Monday – Thursday 08.00 – 16.00 (7.5 hours per day with a 30-minute unpaid lunch break)

The salary range for this post will be at Point 18 £29,339 per annum on the Whitgift Foundation Support Staff Salary Scale. The pro rata equivalent salary is £17,603.40 per annum. Inclusive of the pro rata holiday pay (5.6 weeks for full-time staff).

There will be an occasional requirement for flexibility with start and finish times to meet the needs of the department or for school events throughout the year, including staff inset training days. Any changes will be mutually agreed in advance with your line manager. You will be required to attend the staff Inset Training Day sessions if requested by your line manager.

As a result of the Asylum and Immigration Act 1996, employers now must verify that new recruits who are not British Nationals are eligible to work in this country. Therefore, any applicant who is offered an interview will be asked to provide official documentation to verify their ID, address and right to work in the UK. It is also normal practice for the School to ask for original qualifications and professional membership documents as detailed on their application.

***Whitgift School (part of the Whitgift Foundation) is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment. Where applicable, applicants must be willing to undergo child protection screening including checks with past employers and the Disclosure and Barring Service and online media checks (including personal, professional and other online activities)***

March 2024