

School Matron and Student Welfare Support Part time Job Share

Start Date: March 21

Following the retirement of our current Matron, we are looking to appoint a School Matron and Student Welfare Support in a job share role. The successful candidate will be first aid trained with relatable knowledge of children and young people and have the ability to stay calm in emergency situations.

This role will also require good organisation and IT skills, and accuracy as well as good team working skills and initiative.

Job Description

The role of School Matron and Student Welfare Support is integral to the physical and emotional wellbeing of students at Halliford School, working alongside a dedicated pastoral team.

Responsible to:

Senior Deputy Headmaster (pastoral/student support) and Bursar (H&S Compliance)

Hours of work:

8:30am to 4:00pm, over 2.5 days per week term time only plus INSET days, Open Days and Examination Day (Saturdays)

Main Responsibilities:

To manage the Medical Room and ensure it is organised to best support students in need of medical attention.

To ensure the Medical Room is fully provisioned and all equipment and services are maintained in line with operating guidelines.

To be the first point of contact for students seeking medical assistance during the School day and to support staff who may need to offer first aid to students around the School.

To maintain accurate records, to record all visits to the Medical Room and the action taken, together with follow up as required. To share these records when required with the relevant pastoral leaders.

To liaise with the parents of students with medical needs and to care for those students needs to enable them to be fully included in everyday School life.

To work with parents to prepare student medical support plans relating to specific health needs both long term and short term alongside the SENCo and Senior Deputy Headmaster.

To manage medication, its distribution, containment, and disposal complying with School and associated policies and procedures.

To keep the Pastoral Team fully informed of all issues regarding any students with any Medical or Welfare needs and for their care and wellbeing across the School.

To train within the Mental Health First Aid UK framework, and to provide support to students in need, when required.

To attend and contribute to monthly Pastoral meetings and Governors Safeguarding and Welfare Termly Committee Meeting.

To have responsibility for ensuring that relevant staff are up to date with relevant First Aid training courses, and to give advice, guidance and management strategies to all staff regarding students with medical needs.

To work with the NHS Immunisation Team to effectively manage immunisation days and to seek advice from Public Health England on infectious diseases as required.

To liaise between parents of those students with allergies and the School Chef, to ensure these are catered for and managed safely.

To liaise with external agencies (Physiotherapists, Occupational Therapist, NHS etc.) to seek advice and training where needed. Researching and publishing information on students' conditions and medical needs and disseminating this information to appropriate staff.

To provide general support on first aid and health and safety issues across the School.

To assist the Bursar in ensuring the School has sufficient First Aid cover and qualified First Aiders at all times.

To keep abreast of developments in school health and medical care and to advise Senior Leaders as required.

To complete or undertake, to the standard required, any other tasks or duties as required by the Senior Management Team.

Personal Qualities and Attributes:

This position requires the following personal qualities and attributes:

To contribute to and be part of the ethos of the School and be positive towards its goals. This position must enjoy completing their work in a professional and positive manner, relish solving problems and take pride in helping people.

To be able to work as a team as well as independently.

To have excellent organisational, admin and MS Office skills, particularly MS Excel. iSAMS database experience desirable.

To communicate effectively, professionally and in a friendly manner with staff, students and parents.

To be an ambassador for the School in dealing with external persons, and to be a respected member of the community by internal staff and pupils/students.

To enjoy helping others and be able to cope with work pressure points, disruptions and things going wrong, in a professional, calm and measured manner.

To be highly motivated and to have a flexible approach towards work.

First Aid trained (full 3-day course as a minimum) including automated external defibrillation training and EPI Pen training is desirable.

Handling Medication training is beneficial.

Mental Health and/ or counselling training would be desirable.

This job description sets out the main duties and responsibilities of this post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder and subject to the approval of the Headmaster and Governors.

Salary

Halliford School offers a competitive pay structure.

Halliford School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff, volunteers and visitors to share our commitment. We are an equal opportunities employer and the successful candidate will be expected to undergo an Enhanced Disclosure & Barring Service check.



*Applications will be considered as they are received and Halliford School reserves the right to appoint before the closing date.