



Moseley School
and Sixth Form



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Medical Needs Co-ordinator and Administrative Assistant



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Dear Colleague,

We are looking to recruit a Medical Needs Co-ordinator and Administrative Assistant, to join our team at Moseley. We are seeking an experienced Administrator who is a dynamic individual to play a key role within the school. This is an exciting opportunity to join the team.

The role is vital in being able to continue our journey to excellence as a school. We are looking for an outstanding practitioner to continue the work we have already put in place to develop our RAISE values – Resilience, Ambition, Independence, Supportive and Effective communication. These are the foundations upon which our school vision is built, to enable our staff and students to secure the best future possible.

Your application must be received by 8.00am on Monday 16th December 2024

Please note that this role may close early if we receive sufficient applications before the closing date.

Interviews will take place on Wednesday 18th December 2024

Best wishes,

Andrew Bate
Head Teacher



Post Title:	Medical Needs Co-ordinator and Administrative Assistant
Salary/Grade:	Grade 3a, SCP 9 to 15 (£26,409 to £29,093 - FTE per annum) Grade 3a, SCP 9 (36.5 hours per week, term time plus 2 weeks); Annual salary of £24, 361 before Deductions Grade 3a, SCP 15 - (36.5 hours per week, term time plus 2 weeks); Annual salary of £26, 837 before Deductions
Contract Type:	Monday to Friday, Normal working hours 36.5 hours per week. Term time only plus two weeks to be worked per school year
Contract Term:	12 Months Fixed term
Contract Start Date:	1st January – 31st December 2025

We are seeking a friendly, helpful, hardworking and committed individual who will work as part of the administrative team. If appointed, you will undertake the role of Medical Needs Co-ordinator as well as providing administrative support and reception duties.

The role would suit an enthusiastic individual who can work calmly under pressure and meet deadlines, who can communicate effectively with students, parents and staff; and has a flexible approach to work to enable effective delivery of service.

Our perfect candidate will:

- Have knowledge and experience of first aid and medical needs
- Be able to demonstrate a positive can-do attitude
- Possess excellent verbal and written communication skills
- Be able to use Microsoft Office and have knowledge of other school systems
- Be committed to the safeguarding of our students
- Exercise confidentiality and adhere to all school policies and procedures

What we can offer you:

We value our staff both as individuals and as professionals and are committed to their personal and professional development. We pride ourselves on being friendly and welcoming to everyone who visits and works with us.

We offer a wide range of programmes to enhance the employee experience and engagement. This includes:

- Employee voice through surveys and feedback sessions
- A 24-7 confidential employee assistance helpline
- An extensive CPD program to enable staff to achieve their career goals.
- Whole school termly celebrations
- Regular wellbeing resources and information, supporting National Awareness Campaigns
- Free flu vaccinations
- Free access to the school's onsite gym
- A designated car park space for each staff member

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- Generous Pension Scheme
- Appraisal, leading to potential pay progression.
- Cycle to Work Scheme
- Paid and unpaid leave to support life events.

If you are an internal member of staff that would like to apply for this role, please write a letter that outlines your experience and achievements that equip you for this role and how you will make a measurable impact. Your letter must be no longer than two sides of A4 with a minimum font size of 11. Your application must be emailed to gon@moseley.bham.sch.uk

Moseley School and Sixth Form is an equal opportunity employer and is committed to the safeguarding and to promoting the welfare of children and young people and expects all staff to share this commitment. An Enhanced DBS check is required for the successful applicant.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

An online search will be carried out as part of due diligence on all short-listed candidates.

References will be used to support the selection panel's assessment. Any relevant issues arising from references will be raised during the interview process.

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Job Description

Post Title:	Medical Needs Co-ordinator and Administrative Assistant
Reporting to:	Business Support Manager
Salary / Grade:	Grade 3a, SCP 9 to 15 (£26,409 to £29,093 - FTE per annum) Grade 3a, SCP 9 (36.5 hours per week, term time plus 2 weeks); Annual salary of £24, 361 before Deductions Grade 3a, SCP 15 - (36.5 hours per week, term time plus 2 weeks); Annual salary of £26, 837 before Deductions
Disclosure Level:	Enhanced
Working Time:	Normal working hours 36.5 hours per week Monday to Friday. Term time only plus two weeks to be worked per school year, must have flexibility to attend any other meetings/events outside normal working hours when required.

Core Purpose:

- To undertake Medical Needs Co-ordinator duties ensuring that the school's systems and practices comply with all Department for Education guidance, and that of other relevant bodies
- To provide effective and timely administration support in Student Services

Core Responsibilities:

Medical Needs Co-ordinator:

- To be the lead first aider responding to medical incidents
- To assess students with medical needs and ensure that care plans are obtained, and risk assessments are carried out
- To contact emergency services as and when required, communicating clearly access arrangements and the location of the casualty
- Ensure all medical supplies are maintained, stored correctly and in date throughout the school including ensuring first aid kits are checked and replenished in the school minibuses
- Ensuring students medication is safely stored, supply levels maintained and in date. Ensuring parents are made aware and replacements provided when required.
- Ensure medical records are maintained correctly in SIMS and confidentially stored
- Ensure all students with medical needs are recorded on SIMS
- Coordinate all accident forms and keep accurate records of all incidents and accidents. Ensure that incomplete accident forms are referred to for full details before forwarding on for the accident investigation to be completed. Ensuring first aid staff follow all procedures and maintain standards.
- Ensure details of students and staff with asthma, allergies and epilepsy are displayed in the reprographics room
- Organisation of student vaccination program, including ensuring consent forms are completed, records are updated on SIMS and all guidance is followed
- Coordinate with the School Nurse to organise pupil sessions and referrals
- Prepare the first aid summary required for the Health and Safety committee



- Organise and ensure accurate records are kept of all first aid and anaphylaxis training
- Organise training for First Aiders and ensure that there is a sufficient number of on-call first aiders

- To support emergency evacuations for students and staff with mobility issues

Core Responsibilities:

Student Services Administrative Support:

- Liaise with families who have outstanding balances on their Parent Pay account and support them with account activation
- Support parents/carers with FSM queries and applications
- Assist with hospitality requests including setting up and ordering via the catering team
- To assist with reprographic requests in line with the school procedures
- Deal with mobile phone and minibus booking requests
- Provide assistance with the duty rota cover
- Carry out stock checks on a termly basis
- To assist with day-to-day enquiries in Student Services including sales of resources to students, giving out ties/stationery etc
- Collate bulk stationery orders for the wider administrative team
- Print student and staff ID cards
- Support with the Year 7 transition process including attendance at the new parents Induction Evening
- Support with the annual uniform grant and ensure that all parties are sent relevant information in a timely manner
- To support emergency evacuations
- Support the wider administration team as directed by the Business Support Manager

Other Responsibilities:

- Assist with duties as appropriate.
- Responsible for student behaviour and welfare in public places during break, lunch, change of lesson, beginning and end of school day as directed.
- Attend meetings as and when required.
- Participate in professional development opportunities, willingness to develop additional skills and expertise.
- Keep up to date with current educational developments and legislation affecting your area of responsibility.
- Contribute to school development through identified communication and consultation channels
- Treat students, parents and colleagues fairly, equitably and with dignity and respect
- To respect the confidential nature of information relating to the school, students and customers
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Develop constructive relationships and communicate with other agencies/professionals
- Be aware of safeguarding and promoting the welfare of children and to report any concerns in accordance with the school's safeguarding policy.
- To comply with the school's Health and Safety policy and statutory requirements.
- To undertake any other duties not detailed above commensurate with the level of the post.

While every effort has been made to explain the main duties and responsibilities of the post, each individual task is not identified.



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Personal Specification

Post Title: Medical Needs Co-ordinator and Administrative Assistant

Attributes tested by A pplication, I nterview, T ask and C ertificates	Essential E/ Desirable D	Method of Assessment †
Qualifications & Experience		
<ul style="list-style-type: none"> 5 GCSE's grade A*-C or equivalent including Maths and English Knowledge and experience of first aid and medical needs First aid qualification Up to date knowledge of statutory regulations and guidance relating to this post. Experience of using office software i.e. Microsoft Office Experience in a general administration environment Experience of working in an educational setting Experience of using a school management information system such as SIMs. 	E E E D E E E E	A/C A/C/I A/I A A/T A A A
Skills and Abilities		
<ul style="list-style-type: none"> Excellent interpersonal skills, confident individual who can communicate in a professional manner Able to work alone or in a team, able to use initiative Excellent organisational skills Ability to complete work to the required standards and to agreed deadlines Willingness to undertake first aid training and administer first aid Ability to maintain confidentiality Ability to work calmly and effectively under pressure. 	E E E E E E E E	I I T I/T T I I A/I
Other Attributes		
<ul style="list-style-type: none"> Proactive, flexible and adaptable Excellent attention to detail and accuracy Good time management and the ability to prioritise workload Deep understanding and commitment to the safeguarding of children. Ability to form and maintain appropriate relationships and personal boundaries with students The ability to converse at ease with parents, students and members of the public and provide advice in accurate spoken English 	E E E E E E	I T A/T I I I

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NB: If shortlisted, any relevant issues arising from references will also be taken up at interview. References will be used to support the selection panel's assessment



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