

JOB ADVERT

Position:	Medical Officer
Pay Scale/Spine Points:	Scale 5-6, Spine Points 9-17. Annual Salary Range: £26,409-£30,060 PA, Actual Salary: £9,790.54-£11,144.07 PA.
Required:	April 2025
Working Pattern:	16 Hours per working week. Days: Tuesday-Wednesday inclusive 8.30am to 2pm, Thursday 8.30am to 1.30pm Term time + Inset Days (working 39 weeks per year).

We are seeking a dedicated, passionate and committed **Medical Officer** to join our Academy. Our residential provision is rated outstanding by Ofsted and our school is rated Good. Ramsden Hall Academy is a Residential Special School for boys aged 10 to 16 who have an EHCP (Educational Health Care Plan) for Social, Emotional and Mental Health (SEMH).

As a Medical Officer, you will be responsible for leading the day-to-day medical and first aid needs of each student within the academy, as well as carrying out academy office administration tasks as directed.

Duties

- To be responsible for the administration of all medicines in school.
- Administer first aid as required.
- To assist with medical examinations and assessments as required.
- Respond appropriately to the medical, physical and emotional needs of students.
- Administer prescribed and homely medication in accordance with the Academy medication policy.
- Carry out weekly medication audit and action as necessary to replenish stocks.
- Weekly checks of First Aid Kits, replenish items and ensuring stock is available.
- Keep and update IHCPs (Individual Health Care Plans) records as required. Update yearly and when changes arise.
- Respond to any emergency situation that arises e.g. A&E visits.
- To advise and train academy staff (in conjunction with Health Authority) in specific procedures which they may be expected to carry out in the absence of a trained medical officer.
- To promote health education in partnership with the academy workforce and the Health Authority.
- To ensure that the highest possible standards of clinical procedures are maintained.
- To liaise with parents and medical personnel.
- To work within Child Protection Procedures and to liaise with nominated Child Protection Officer. To be aware of Academy Child Protection procedures.
- To ensure confidentiality of all medical information. Understand procedures and legislation relating to data protection and confidentiality.
- To ensure up-to-date medical and professional practice is maintained.
- Carry out academy office administration tasks.
- Attend as required, meetings about individual students and/or matters affecting the general running of the academy.
- Undertake any training commensurate with the post and as identified.
- Participate in supervision meetings.

General

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- Ensure that all duties and services provided are in accordance with the Academy's Equality and Diversity Policy.
- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

Experience, Skills, Knowledge, Abilities and Aptitudes Required:

- Current First Aid at Work qualification
- Educated to NVQ Level 2
- Ability to demonstrate relevant experience
- Current experience and understanding of administration of medication
- Understands the importance of correct medication administration
- Office Administration experience
- Good IT skills and is able to use Microsoft packages (Word, Excel, Outlook)
- Ability to prioritise own work effectively and adapt to meet different demands
- Work to tight deadlines
- Good interpersonal skills, and able to communicate to staff and students at all levels
- Excellent verbal communication and good written communication
- Flexible in approach with the ability to change or changing deadlines
- Ability to establish positive working relationships and rapport with those working in and with the Academy
- Ability to contribute to the work of a team
- Ability to remain calm under pressure
- Reliability, honest, dependable and self-motivated
- Understand and implement child protection procedures.

We will offer you:

- A friendly and supportive working environment
- Automatic enrolment into Local Government Pension Scheme
- Continuous Professional Development
- Free onsite car/bike parking at our Academy
- Access to the Employee Assistance Programme
- A responsive, supportive and involved team
- A Residential Academy that is fully committed to nurturing the potential in all of our students.

Potential candidates are invited to contact us for an informal conversation, please contact Jane Quilter-HR Operations Manager on telephone: 01277 624580 or email: jquilter@ramsdenhall.org.uk We reserve the right to call applicants to interview and appoint, prior to the closing date.

To apply please complete the application form, which can be found on our website, or follow this link: <https://ramsdenhall.org.uk/careers/vacancies> This form must be fully completed and submitted to jquilter@ramsdenhall.org.uk (unaccompanied CVs or third party application forms will not be accepted) by the closing date stated.

Ramsden Hall Academy (RHA) is part of the Parallel Learning Trust (PLT), a Multi Academy Trust based in Carshalton and is committed to safeguarding and promoting the welfare of all students attending the Academy. As the duties of this post involves regular contact with children, any offer to the successful candidate will be conditional upon an Enhanced Disclosure being obtained via the Disclosure and Barring Service, medical clearance and satisfactory references. We also carry out online searches on shortlisted candidates to help identify any incidents or issues that are publicly available online.

PLT is a Multi Academy Trust and Approved DfE Academy Sponsor; a forward thinking and innovative primary, special and alternative provision provider. PLT is committed to Safer Recruitment and aims for quality services and equal opportunities.

Closing date for applications is 21 March 2025.