

LANCASTER ROYAL GRAMMAR SCHOOL

JOB DESCRIPTION

POST TITLE	Medical Centre Assistant
GRADE	Grade 5
RESPONSIBLE TO	School Nursing Sister
JOB PURPOSE: The Medical Centre Assistant will report to the School Nursing Sister and will assist in the day-to-day running of the Medical Centre. They will provide medical and pastoral support to pupils, working closely with the Wyresdale House staff, Pastoral Heads and parents/carers. They will contribute to the general ethos of pastoral care at LRGS.	
MAIN ACCOUNTABILITIES: <ul style="list-style-type: none">• To be a permanent, visible and approachable presence in the Medical Centre.• To assist with the general supervision of pupils in the Medical Centre and being a first point of contact for pupils and parents/carers. To supervise pupils who are unwell and need to be sent home / collected by parents.• To be an on call first aider.• To support pupils who need help and advice, including supporting pupils with physical health and mental health concerns, referring students where appropriate to other members of the pastoral team or outside agencies.• To provide support and advice to pupils to promote their social care and personal development.• To work with the Designated Safeguarding Leads to maintain the school's safeguarding principles and procedures.• To maintain timely and accurate records relating to medical, pastoral, wellbeing and safeguarding concerns and actions.• To liaise as necessary with outside agencies over issues relating to pupils.• To provide administrative support to the School Nursing Sister, specifically:<ul style="list-style-type: none">○ To receive day school pupils in the Medical Centre○ To record their personal details and details of their illness○ To contact parents / emergency contacts to collect unwell pupils or to agree arrangements for them to be sent home and record all details accordingly○ To supervise pupils waiting to be collected○ To advise the Data Manager when pupils have left site○ To provide administrative support to the School Nursing Sister in updating and maintaining medical records (including boarders' medical files and individual health care plans) Other duties: <ul style="list-style-type: none">• To carry out other duties which may reasonably be required by the School Nursing Sister and Deputy Head: Pastoral	

