



## Job Description

### Role: Medical and Attendance Officer

*This job description gives an overall indication of the areas of responsibility of the position but is by no means all-encompassing or fixed. The post may include other duties and responsibilities as determined by management that fall within the general responsibilities of the post. St. Francis' College ('the College') is an equal opportunities employer.*

<b>Location:</b>	Health Centre
<b>Accountable to:</b>	The Medical and Attendance Officer is directly responsible to and supervised by the Assistant Head (Pastoral). However, the Medical and Attendance Officer may also receive instructions from the Head, who is responsible for the leadership and management of the College and reports to the Board of Governors.
<b>Responsible for:</b>	N/A

#### Overall Purpose of the Job

The overall purpose of the Medical and Attendance Officer is to ensure the health, well-being, and safety of students by providing medical care, managing individual healthcare needs, and maintaining accurate attendance records to support their academic and personal development in a nurturing school environment.

#### Main Duties and Responsibilities

- Monitor student attendance and punctuality using the College's management information system;
- Identify patterns of absenteeism or lateness and collaborate with staff to address concerns effectively;
- Provide accurate attendance reports and statistics for senior leadership, pastoral teams, and external agencies as required;
- Liaise with parents, students, and staff to resolve attendance-related queries and provide advice on improving attendance;
- Implement the school's attendance policy, ensuring compliance with legal and regulatory requirements;
- Support students returning to school after extended absences by coordinating reintegration plans;
- Liaise with the Local Authority regarding student attendance, where necessary;
- Attend to pupils who are reported as ill or with medical concerns;
- Provide a consultation facility for students;
- Advise SLT on all medical and health matters and concerns;
- Ensure students' medical files are kept up to date and confidentiality is upheld;
- Manage individual student Care Plans;
- Contribute to risk assessments and PEEPS for students;
- Record medical information for each student on the College's management information system;
- Keep a check on students' personal medication and storage medication appropriately;

- Build professional and trusting relationships with students;
- Keep daily records - accident forms and book, drugs record book, Boarders' individual files;
- Organise mass immunisation procedures for all students including Boarders;
- Order and collect medical supplies and prescriptions;
- Manage the first aid kits and defibs;
- Attend meeting, e.g. Health and Safety Committee;
- Keep parents and guardians of students informed by telephone and letter of accidents and illness;
- Advise SLT on health education;
- Liaise closely with boarding and day staff in Prep and Senior regarding students' health;
- Arrange teaching sessions on medical matters for Prep and Senior School Staff as necessary;
- Arrange and record First Aid Courses for staff ensuring these are kept up to date;
- Keep Health and Safety records in consultation with the Deputy Head (Operations);

**Person Specification**  
**Role: Medical and Attendance Officer**

Essential	Desirable
<p><b>Education:</b></p> <ul style="list-style-type: none"> <li>• Qualified in First Aid with experience of providing medical care</li> </ul>	<p><b>Education:</b></p> <ul style="list-style-type: none"> <li>• Mental Health First Aid</li> <li>• Designated Safeguarding Lead Training</li> <li>• Additional health-care related qualifications</li> <li>• Paediatric First Aid qualification</li> </ul>
<p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>• Effective communication skills</li> <li>• Strong organisational and administrative skills with attention to detail</li> <li>• Proficient in IT systems, including Microsoft Office</li> <li>• Attention to detail when managing attendance data and medical records</li> </ul>	<p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>• Ability to analyse data to identify trends and propose actionable solutions.</li> <li>• Problem-solving skills when working with families and external agencies.</li> </ul>
<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Experience in an administrative role with responsibilities for managing records and data</li> <li>• Experience in dealing with children and young people.</li> <li>• Experience providing first aid or medical support in a professional capacity.</li> </ul>	<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Experience of working in an educational environment</li> <li>• Familiarity with legal requirements surrounding school attendance and child protection</li> <li>• Experience working in safeguarding, pastoral care, or attendance improvement roles</li> </ul>
<p><b>Knowledge:</b></p> <ul style="list-style-type: none"> <li>• Understanding of the importance of regular attendance for academic and personal development.</li> <li>• Knowledge of first aid procedures, common medical conditions in children, and how to respond to emergencies.</li> <li>• Awareness of safeguarding and child protection responsibilities in schools.</li> </ul>	<p><b>Knowledge:</b></p> <ul style="list-style-type: none"> <li>• Understanding of adolescent health issues</li> <li>• Knowledge of iSams or similar management information systems</li> <li>• Understanding of barriers to attendance and strategies for supporting students and families.</li> <li>• Familiarity with confidentiality and data protection principles</li> </ul>
<p><b>Other:</b></p> <ul style="list-style-type: none"> <li>• Warm, friendly and caring personality, with a genuine interest in the welfare and mental health of young people</li> </ul>	<p><b>Other:</b></p>