

THE JOHN COLET SCHOOL

JOB DESCRIPTION

POST:	School Matron
GRADE:	Range 3
PATTERN:	37 hrs/wk, 38 weeks a year (plus 2 inset days) 8am – 3.30pm Monday / 8am – 4pm Tuesday-Friday
RESPONSIBLE TO:	Deputy Headteacher

A condition of appointment is the post holder must successfully complete the three day First Aid at Work course and Administration of Medicines courses within 3 months of appointment.

DUTIES AND RESPONSIBILITIES

1. Care for students who are ill or suffer an injury. This includes:
 - a. Initial first aid
 - b. Informing parents if necessary
 - c. Calling the ambulance
 - d. Completing the necessary records i.e. day book, accident reporting log and system, RIDDOR
2. Be a qualified First Aider at Work and ensure that this qualification is kept up to date.
3. Run the Student Reception dealing with all initial student queries.
4. Recommend to the Headteacher students who should not be in school due to infectious disease.
5. Liaise with the School Nursing Team on school immunisations/medicals and to lead on their organisation in school, making student referrals to the School Nursing Team when a medical reason arises and co-ordinate the School Nursing Team drop in sessions.
6. Liaise with external medical agencies to ensure recent information concerning student medical needs are updated as appropriate to changing conditions.
7. Organise staff training on medical issues involving students and keep staff up to date on the medical conditions of students.
8. Complete and review healthcare plans and risk assessments for students and notify staff when required.
9. Advise Head of Finance and Business of First Aid Training for staff when required and distribute a list of trained staff to be displayed in all departments of the school.
10. Attend appropriate training for the administration of medicines and keep this training up to date.
11. Administer medication to students as specified in the JCS Medical Care Policy ensuring appropriate records are kept.

12. Keep all first aid boxes in the school up to date and meeting legal requirements and keep of log of dates of inspections.
13. Manage the Medical Room so that it meets Health and Safety requirements.
14. School trips - to check correct medical information is given to staff for students on school trips.
15. Deal with uniform and lost property.
16. Attend Year 6 Parents Evening.
17. Be a member of the school's safeguarding team and attend internal and external meetings where appropriate.
18. Take responsibility for personal and staff Health and Safety ensuring that all accidents and near misses are reported.
19. Undertake other duties as directed by the Line Manager or Headteacher.
20. Provide support to students during periods of contact and help promote a can do culture and general feeling of well-being within the School.
21. Participate in the School's appraisal system.

The duties of this post may vary from time to time, as required by the Headteacher, without changing their general character or level of responsibility.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher/Manager in consultation with the postholder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation

May 2022