

Robert Clack School of Science

Executive Headteacher : Mr R.V.A. Taylor B.Sc., (Econ) (Hons)



RECRUITMENT PACK

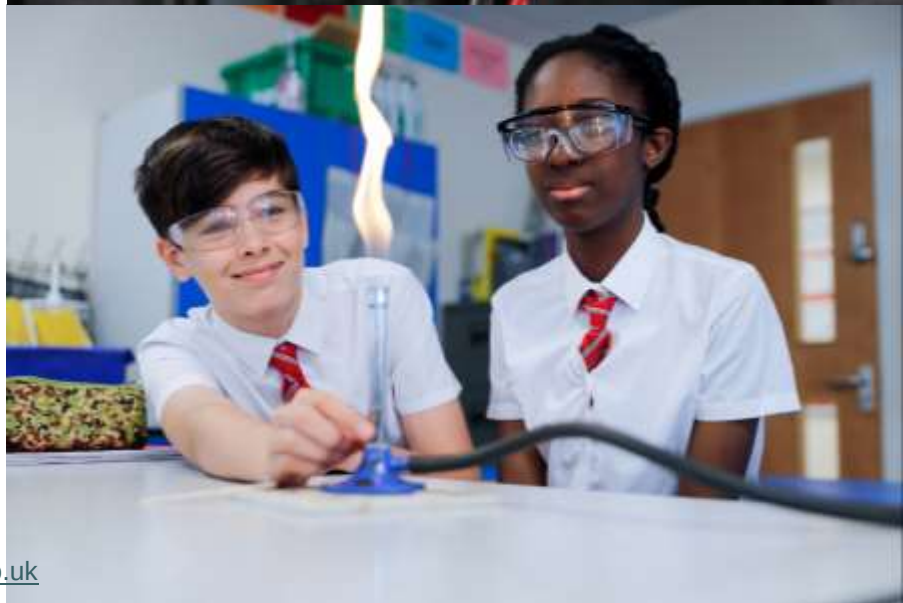
MEDICAL LEAD

Tel: 020 8270 4200

Website: www.robertclack.co.uk

Email: humanresources@robertclack.co.uk

Recruitment queries: humanresources@robertclack.co.uk



Welcome to Robert Clack School

As a former pupil and member of staff for the past 20 years, Robert Clack School and our pupils mean a great deal to me. I believe that Robert Clack is a very special place; we have a strong sense of community and strive for excellence in all that we do.

We are committed to delivering a broad and balanced education, one which appreciates the importance of academic qualifications, but one which also recognises the value of vocational qualifications and the extra-curricular of sport, drama, music, the arts and debate.

Our ethos permeates every aspect of life at Robert Clack School and cultivates the values of mutual respect, compassion, discipline, high expectations and aspirations and hard work. By embracing these values, we believe that our pupils will be able to fulfil their ambitions in life, whatever they may be.

I am delighted that you are interested in pursuing a career at Robert Clack School. Please find enclosed information relevant to the role you may wish to apply for.

Good luck and best wishes.

Russell Taylor
Executive Headteacher



The Recruitment and Application Process

To view the job description, person specification and to download an Application Form please follow this link to the School website: www.robertclack.co.uk

Please submit completed applications either by e-mail to humanresources@robertclack.co.uk or through submitting an application on the vacancy which is posted on the TES website.

Please note that CVs will only be accepted if accompanied by an application form.

If you have any queries about the application process, you are welcome to contact the School's HR team on 0208 270 4197 or at the above email address.

Safeguarding and Promoting the Welfare of Children and Young People Note:

Robert Clack School is committed to safeguarding and promoting the welfare of children and young people. Successful applicants must be willing to undergo identity checks, checks with past employers, an online internet search and an enhanced Disclosure & Barring Service check.

Key dates:

Closing date for receipt of applications: 8am on Monday 21st September 2026.

Interviews to be held: To be confirmed. TBC.

Commencement date in post for successful candidate: ASAP.

Advertisement

SALARY: Scale 6 - £29,666 - £31,469 per annum (exact salary)

APPOINTMENT: Permanent. 35 hours per week, 8.00am-4.00pm Monday-Friday, term-time.

We are seeking to appoint an enthusiastic and qualified Medical Lead to join our vibrant school. You will be required to effectively lead and manage the school's medical provision, while ensuring the health, safety and wellbeing of all pupils, staff and visitors across all of our sites.

You will act as the school's lead professional for medical matters, providing expert advice, coordinating care for pupils with medical needs, and promoting a safe, inclusive learning environment. You will ensure compliance with all statutory guidance, school policies and best practice relating to medical conditions, first aid, medication management, allergies, safeguarding and emergency response.

You will be mainly based at one of the School's three sites. However, when required you may be expected to provide administration support at any of the three sites.

Experience of working within an educational environment is desirable, but not essential.

The candidate will be required to have the following skills and experience:

- Excellent organisational and record-keeping skill;
- Excellent levels of literacy and numeracy;
- High standard of verbal & written communication skills when dealing with colleagues, pupils, parents and visitors
- Able to work effectively and professionally
- Able to follow instructions and adhere to all school policies
- Ability to work on own initiative and calmly during medical emergencies
- Organised and able to work methodically, with attention to detail.
- Ability to work successfully in a busy and pressurised environment.
- Good knowledge and experience supporting children with medical conditions.





Job Description

Job Title:	Medical Lead
Working Hours:	35 hours per week, term-time only
Department:	Medical
School:	Robert Clack School Although you may be based on one school site, your role is not site specific. o provide support to the senior leadership team as and when required.in particular for Science, Technology, Maths, Business Stu
Reports to:	SLT Line Manager
Responsible for:	N/A
Number of Posts Supervised/Managed:	N/A

Purpose of the Job:

The Medical Lead is responsible for leading and managing the school's medical provision, ensuring the health, safety and wellbeing of all pupils, staff and visitors. The postholder will ensure compliance with all statutory guidance, school policies and best practice relating to medical conditions, first aid, medication management, allergies, safeguarding and emergency response.

The Medical Lead will act as the school's lead professional for medical matters, providing expert advice, coordinating care for pupils with medical needs, and promoting a safe, inclusive learning environment.

1. Key Responsibilities:

- Maintain accurate, confidential and up-to-date medical records for all pupils in accordance with GDPR and Data Protection legislation.
- Develop, implement and regularly review Individual Healthcare Plans (IHPs) for pupils with medical conditions in collaboration with parents, healthcare professionals and relevant staff.

- Monitor pupils with chronic or complex medical conditions and ensure appropriate support is in place throughout the school day and during educational visits.
- Ensure appropriate systems are in place for identifying pupils with medical conditions, allergies or emergency healthcare needs.
- Support pupils in managing their medical conditions to enable full participation in school life.

2. **Medicines Management**

- Oversee the safe receipt, storage, recording, administration and disposal of all medications in accordance with school policy and national guidance.
- Ensure all medicines are correctly labelled, securely stored and remain within expiry dates.
- Maintain comprehensive medication administration records.
- Carry out regular audits of medication, storage facilities and medical supplies.
- Ensure emergency medication (including adrenaline auto-injectors, inhalers and emergency seizure medication where applicable) is readily accessible whilst remaining securely managed.
- Monitor stock levels and arrange replacement of expired medication.

3. **Allergy Management (Including Benedict's Law Requirements)**

- Lead the implementation of the school's Allergy Management Policy and Emergency Allergy Action Plan.
- Ensure all pupils with diagnosed allergies have current Allergy Action Plans signed by appropriate healthcare professionals.
- Maintain an up-to-date allergy register accessible to relevant staff whilst maintaining confidentiality.
- Ensure adrenaline auto-injectors (AAIs) are available, correctly stored, accessible and within expiry dates.
- Coordinate annual reviews of allergy care plans.
- Promote allergy awareness across the school community.
- Ensure catering staff, teaching staff, wraparound care staff and trip leaders are aware of pupils with allergies and understand risk reduction measures.
- Lead emergency responses to suspected anaphylaxis and ensure all incidents are appropriately documented, reviewed and communicated.
- Support implementation of any statutory requirements introduced under Benedict's Law or subsequent national allergy legislation.

4. **First Aid and Emergency Response**

- Lead the provision of first aid throughout the school.
- Ensure adequate numbers of trained first aiders are available at all times.
- Maintain first aid rooms, equipment and supplies.
- Record all accidents, injuries and treatments accurately.
- Monitor trends in accidents and injuries and report findings to senior leadership.
- Ensure serious incidents are reported in accordance with RIDDOR where applicable.
- Coordinate emergency medical responses and support emergency evacuation procedures where medical needs are involved.
- Participate in emergency planning and business continuity arrangements.

5. **Staff Training and Competency**

- Coordinate and deliver medical training for school staff.
- Ensure staff receive appropriate training in:
 - First Aid
 - Paediatric First Aid
 - CPR
 - Anaphylaxis awareness
 - Adrenaline auto-injector (EpiPen, Jext and Emerade where applicable) administration
 - Asthma management
 - Diabetes awareness
 - Epilepsy management
 - Infection prevention and control
 - Emergency medical procedures
- Maintain accurate records of staff training and renewal dates.

- Assess competency following training and provide refresher sessions where required.

6. Health and Safety

- Work closely with the Health and Safety Lead to ensure compliance with:
 - Health and Safety at Work etc. Act 1974
 - Management of Health and Safety at Work Regulations
 - First Aid Regulations
 - COSHH requirements relating to medical substances
 - Infection Prevention and Control guidance
- Conduct regular risk assessments relating to medical needs.
- Ensure appropriate control measures are implemented for pupils with medical conditions.
- Contribute to school health and safety audits.
- Support risk assessments for educational visits involving pupils with medical needs.

7. Safeguarding

- Work closely with the Designated Safeguarding Lead regarding medical concerns that may indicate safeguarding issues.
- Maintain confidentiality whilst sharing information appropriately to protect children.
- Report any concerns in line with safeguarding procedures.
- Contribute to multi-agency meetings where medical information is required.

8. Communication and Partnership Working

- Act as the main point of contact for medical matters.
- Liaise effectively with:
 - Parents and carers
 - GPs
 - School nurses
 - Community nursing teams
 - Paediatric consultants
 - NHS services
 - Local Authority services
 - Emergency services
- Ensure parents are promptly informed of significant medical incidents.
- Support smooth transition arrangements for pupils with medical needs joining or leaving the school.

9. Record Keeping and Compliance

- Maintain accurate records of:
 - Medical conditions
 - Healthcare Plans
 - Medication administration
 - First aid treatment
 - Accident reports
 - Allergy Action Plans
 - Staff medical training
 - Medical equipment checks
- Prepare reports for senior leaders and governors on medical provision and compliance.
- Ensure documentation meets statutory inspection requirements.

10. Monitoring and Quality Assurance

- Review the effectiveness of medical provision across the school.
- Undertake regular audits of:
 - Medication management
 - Medical records
 - Allergy procedures
 - First aid provision
 - Emergency equipment
- Identify areas for improvement and implement action plans.
- Keep up to date with changes in legislation, national guidance and best practice.

11. Professional Responsibilities

The Medical Lead will:

- Promote the health, wellbeing and safety of all pupils.
- Maintain professional registration where applicable.
- Undertake continuing professional development.
- Model excellent professional standards.
- Support an inclusive environment for pupils with medical needs.
- Work collaboratively with all members of the school community.
- Undertake any other duties appropriate to the role as directed by the Headteacher.

12. Person Specification

The successful candidate should demonstrate:

Essential

- Recognised First Aid at Work or equivalent qualification.
- Experience supporting children with medical conditions.
- Excellent organisational and record-keeping skills.
- Knowledge of safeguarding procedures.
- Knowledge of allergy management and anaphylaxis response.
- Strong communication and interpersonal skills.
- Ability to remain calm during medical emergencies.
- High level of confidentiality and professionalism.

Desirable

- Paediatric First Aid qualification.
- Healthcare or nursing background.
- Experience working in education.
- Experience delivering staff training.
- Knowledge of SEND and Individual Healthcare Plans.
- Understanding of Health and Safety legislation within schools.

13. Key Legislation and Guidance

The Medical Lead is expected to work in accordance with current legislation and statutory guidance including:

- Health and Safety at Work etc. Act 1974
- Children and Families Act 2014
- Supporting Pupils at School with Medical Conditions (Department for Education)
- Keeping Children Safe in Education (KCSIE)
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)
- Equality Act 2010
- UK GDPR and Data Protection Act 2018
- Department for Education guidance on allergy management in schools
- Relevant local authority and trust policies, including any requirements introduced under Benedict's Law.

The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other appropriate duties as may be required by the Line Manager within the grading level of the post and the competence of the post holder.

REQUIRED FOR: ASAP

APPLICATION CLOSING DATE: 21st September 2026

INTERVIEWS TO BE HELD: TBC

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