

# Candidate Information Pack

## Medical Needs Coordinator



Start date - As soon as possible.  
Closing Date - 23rd March 2025

# A Message from our Headteacher



## About the school

Alderman Knight is a remarkable school with a very strong school community.

Working together we have achieved outstanding judgements in our last four Ofsted inspections, the last of these being in April 2024. Please [click](#) to read our latest inspection report.

Alderman Knight is a maintained special school for children and young people with a range of needs, aged 7 to 19. We currently have 242 pupils on roll and 106 staff.

During the last 13 years the school has undergone a complete new build for all phases and we are lucky enough to have a truly exceptional learning environment. Please review the school website as this provides a wealth of information about the school including the Post 16 provision.

Each of our pupils and students are supported to achieve their learning potential as well as develop their self-esteem and confidence. The environment we have created allows them to feel safe and happy to learn, and as a result they flourish. Alderman Knight School is a very special place to work.

Everyone at Alderman Knight works exceptionally hard as we are all committed to ensure that we provide a supportive learning community that enables all our young people to thrive.

If you feel you would like to be part of our team and could bring additional and different expertise as well as passion, enthusiasm and a desire to make a real difference to our community, we would welcome your application.

Best wishes

Clare Steel

Clare Steel  
Headteacher





Closing Date - 23rd March 2025

Interview Date - 2nd April 2025

## Medical Needs Coordinator

**Start date:** As soon as possible

**Salary:** Grade 7 points 21-25 £32,115 - £35,235 pa pro rata

**Hours:** 37 Hours per week, Monday to Friday, term time only, plus 2 weeks (Monday to Thursday 8:00am - 4:00pm and Friday 8:00am - 3:30pm)

**Contract:** Permanent.

The Governors are looking to appoint a dedicated, experienced and enthusiastic Medical Needs Coordinator to join our school support team.

The role is to coordinate and manage the medical needs of our pupils from primary through to post-16 including caring for pupils who become unwell or who are injured though the school day. Providing support and guidance to parents / carers of our pupils is also an essential aspect of the role.

Also included in the role is assisting tutor teams in creating medical risk assessments for pupils together with liaising with external agencies to ensure the medical needs of our pupils are met. The successful candidate will also be responsible for keeping accurate medical records and writing up to date medical plans for our pupils, together with managing the administering of medication.

Obviously, a visit to our school and an opportunity to meet our children and staff is the best way to find out more about us and whether this could be the post for you. If you would like a visit to school, we will try our best to accommodate you. Please contact [hr@aldermanknight.gloucs.sch.uk](mailto:hr@aldermanknight.gloucs.sch.uk) with your request.

The job description gives an overview of the main purpose of the role and the key areas of responsibilities. The person specification demonstrates the experience, knowledge and skills that we require for the post.

### In return for your commitment we can offer you:

- **Commitment to well-being:** The school places great emphasis on the well-being of its staff, recognising individual needs and providing the necessary support for them to succeed in a rewarding environment.
- **Beautiful environment:** The school boasts a newly built, fully accessible facility that is bright, welcoming, and conducive to a positive learning and working environment for both pupils and staff.
- **Supportive atmosphere:** Staff members are part of a close-knit community that values teamwork and collaboration. The school fosters an inclusive and nurturing atmosphere, encouraging both personal and professional growth.
- **Professional Development:** Alderman Knight is committed to the ongoing development of its staff through continuous professional development (CPD), helping individuals build on their strengths and expand their skill sets.
- An interesting and varied range of activities – no two days are the same!
- Opportunities to be involved in the wider activities of the school and the local community.

### **Additional Perks:**

- Membership in the Local Government Pension Scheme.
- Health and wellbeing support including access to an Employee Assistance Programme.
- Convenient Location: Situated next to the M5 on the edge of the Cotswolds, the school is easily accessible and close to excellent shopping facilities and local amenities.
- On-site parking.
- Cycle-to-work scheme.

One of the great things about the school is that staff and governors are never content to just 'sit still' and together with the local community and the Local Authority we are continuing to look at ways we can further develop the school to ensure we always provide the very highest quality of support for all our young people and their families.

As part of the interview process short-listed candidates will have an opportunity to spend time in school. However, visits to the school are welcomed and encouraged prior to or post application. Please contact the [hr@aldermanknight.gloucs.sch.uk](mailto:hr@aldermanknight.gloucs.sch.uk) if you would like to arrange a visit.

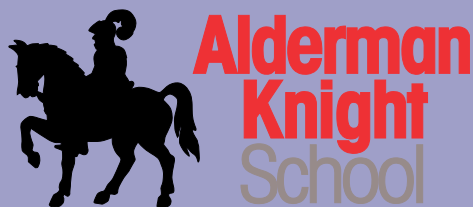
If you decide you would like to be considered for this role, please submit an application form through Eteach, along with a covering letter. Your choice of referees should include your present or most recent Headteacher / Employer.

If you are selected for interview, we will request references prior to the interview. This could be both verbal and/or written.

Please note Alderman Knight is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All posts will be subject to an Enhanced DBS check. It is now also a requirement for the school to carry out social media checks on any person short listed for interview.

Copies of our Safeguarding and Safer Recruitment Policies can be found on the Vacancies page of our website for you to read.



# Job Description

Post title: Medical Needs Coordinator  
Salary: Grade 7 points 21-25 £32,115 - £35,235 pa pro rata  
Hours: 37 Hours per week, Monday to Friday, term time only, plus 2 weeks (Monday to Thursday 8:30am - 3:30pm and Friday 8:30am - 3pm)  
Contract: Permanent.  
Line Manager: Office Manager

## Primary Purpose

The welfare and care of our pupils and students is everyone's responsibility. However, the medical coordinator plays a crucial role in ensuring that all our pupils receive the care they should and that their individual needs are met.

The medical coordinator will oversee and be responsible for:

- To act as a focal point for communicating knowledge and understanding of pupils' / students' health needs to staff and health and social care professionals including and importantly on transition to other settings.
- Gathering, producing and maintaining accurate, up-to-date and appropriate information on each pupil/student with medical needs and that all pupils receive care as stated in their care plans.
- Review and management of written records, specifically individual health care records, care plans ensuring there is an effective system in place for sharing all information with staff which is easily accessible and provides clarity re needs and provision required.
- Providing training and support to tutor teams and other staff required to support the writing and reviewing of specific medical plans. This will include medical risk assessments, emergency plans and intimate care plans.
- Providing (as part of the First Aid team) first aid to staff and pupils / students with minor injuries and medical conditions.
- Safe administration of medications and medical care to all pupils/students in school. This will involve ensuring staff are appropriately trained and have the right and up-to-date information for each pupil as necessary.

## Core Responsibilities:

- To be part of the school's core medical team consisting of medical coordinator, Site manager (oversees first aid) and Senior TA who supports with planning and timetabling visits from professionals and medical staff coming into school to see pupils.
- To be the point of contact for staff, external agencies, NHS staff including physiotherapists, occupational therapists, the immunisation team and parents/carers for all issues related to medical needs and their management.
- Ensure that Physiotherapy and Occupational Therapy programmes are delivered as in pupils' care plans



- To request medical support from external agencies where needed for specific pupils/students.
- To work alongside parent/carers and external agencies to ensure that any medical provision needed is followed through.
- To provide additional support to parents/carers when dealing with ongoing difficulties with the medical needs of their children.
- To organise and be part of meetings with parents/carers and relevant staff re: the medical needs of individual pupils/students.
- To provide accurate, timely and relevant feedback (written and oral) to staff following work/liaison with external agencies to ensure communication is effective across all parties.
- To organise and oversee the immunisation programme to include liaising with the county immunisation team.
- Attend regular Clinical Medical Needs in School's meetings (online) with the NHS and other Special Schools.
- To support the team of first aiders within school and be on call when needed.
- Work with the Site Manager (who oversees the First aid team) to ensure First aid cover is in place across each day with clear lines of responsibilities between the core members of the medical team
- To record instances of first aid in the accident and incident log book and on 'Every'.
- To liaise with a member of SLT before contacting parents to request a child goes home due to illness or accident.
- To report concerns and regularly meet with the lead staff for Health and Safety.
- If an ambulance is required, be one of a team of staff who can be the responsible adult who phones '999'.
- To coordinate specific medical training needed for appropriate staff such as Epilepsy, asthma, etc. and ensure records of all staff training related to medical needs is accurate and up to date on National College.
- To ensure accurate pupil/student medical records are held and updated on Arbor and on 'School Libraries'. This includes Medical Risk Assessments, Individual Health Care Plans, Intimate Care Plans, Personal Emergency Evacuation Plans and lists of pupils with other conditions e.g. asthma, epilepsy etc.
- To ensure all staff have easy access to up-to-date accurate and precise medical information re: all pupils / students as necessary in school.
- Provide training and support for staff reviewing and updating Medical Risk Assessments, Intimate Care Plans and Personal Emergency Evacuation Plans. This should be done yearly or sooner if there are any changes. This should be done in liaison with parents/carers.
- Check Arbor half - termly to ensure documents are dated and up to date against records on 'School Libraries'. Ensure correct documents are pinned to the top of a pupil/students record on Arbor when updated and print new copies for Site Manager to put into Grab Bags.
- To ensure there are systems in place to manage medical information that are effective and efficient and suggest any improvements and implement where necessary.
- To maintain the medical room as an organised and safe environment with medical supplies being maintained and kept in appropriate storage.
- To order new stock for the medical room including first aid equipment. Once ordered, ensure First Aiders have sufficient stocks in their first aid kits.
- Annually review the following policies:
  - o Intimate care policy
  - o Administering medication policy
  - o Supporting Pupils with Medical Needs Policy

## **Medication Administration and Management:**

- Ensure the school's policy on administration of medications is adhered to.
- To ensure all medications and emergency medications on school site are appropriately stored, in date

and organised as per the school's guidelines.

- To daily check WEDUC for any new medication coming into school that day and print off permission forms. Update staff as necessary and relevant systems including Arbor.
- To oversee and manage the 'rota' for safe administration and dispensing of medication to pupils / students each day.
- To collect all medications and prepare the necessary paperwork required for all trips (residential or day trips) liaising with parents / carers and trip leads as necessary.
- Liaise with the school meal provider (Caterlink) and be responsible for setting up and managing the documentation for all food allergies and intolerances, ensuring that the required documentation is correct and up to date at all times.
- Liaise with the school's Attendance Officer to ensure that genuine absence for medical reasons is 'flagged up'.
- To oversee specialist equipment and contact the relevant organisations for repair or reassessment.

### **Support for the school:**

- Contribute to the overall ethos/ work/ aims of the school.
- To promote physical and mental well-being across school and support activities relating to promotion of physical and mental health and well-being.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Seek out relevant CPD opportunities as well as participating in training and other learning activities as required.
- Establish constructive relationships and communicate with all agencies/professionals as well as parents and staff to help overcome pupils and students medical barriers to learning.
- Attend and participate in regular meetings and school functions as appropriate.
- Undertake planned supervision of out of school hours learning activities if appropriate.
- Supervise pupils/students on visits, trips and out of school activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

The tasks are an indication of what we expect you to do in this role. It is not an exhaustive list of duties and responsibilities and we may amend them following discussions to take account of changing circumstances.

There are no line manager responsibilities.

**February 2025**

# Person Specification

	Qualities
Experience, Qualifications and training	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>Professional experience/ qualifications that the governors consider to be appropriate to meet the needs of the post and the requirements of the school.</li> <li>Evidence of good literacy, numeracy and ICT skills including a qualification in literacy and numeracy equivalent to at least a Level 2 of the National Qualification framework.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>Experience in supporting children and young people with a range of medical needs within a school setting.</li> <li>Additional evidence of further training/ experience in Special Educational Needs.</li> <li>Evidence of additional CPD in this field.</li> <li>Educated to degree level in relevant subject.</li> <li>Mental health first aid qualification.</li> <li>Paediatric First Aid and safeguarding training (ideally Level 3).</li> </ul>
Knowledge and skills	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>Have had experience of working in a role(s) for at least 2 years that has helped develop the relevant knowledge and skills to enable you to carry out all aspects of this extremely important role at our school.</li> <li>Knowledge and successful experience of working with children, young people or adults with a range of additional needs.</li> <li>Experience of dealing with minor injuries/ sports injuries.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>Knowledge and experience of managing medical emergencies as well as effective co-ordination of care (e.g. identification of unwell children).</li> <li>Be aware of and have experience of working with mental health issues linked with young people.</li> </ul>
Personal Attributes	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>Build relationships to build trust, share ideas and accomplish work.</li> <li>Lead and embrace change.</li> <li>Think critically, gather and evaluate information that leads to smart decisions and working.</li> <li>Excellent communication and interpersonal skills.</li> <li>Clear empathy and understanding of the development and need of your people.</li> <li>Ability to work in an organised and methodical manner and maintain accurate records.</li> <li>Ability to be proactive and organise own workload.</li> <li>The ability to work as a member of a team using your own initiative.</li> <li>Be proactive and positive.</li> <li>Ability to prioritise, working to deadlines and under pressure.</li> <li>Be computer literate.</li> </ul>
Safeguarding	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>Commitment to promoting and safeguarding the welfare of children and young people.</li> <li>Satisfactory Enhanced DBS clearance.</li> </ul>





### **Mission Statement:**

**“Learning and Achieving Together”**

### **Vision Statement:**

The school wishes to be recognised as a dynamic, vibrant, centre of excellence that is an integral part of the local community and county’s provision for pupils with special educational needs and wholly committed to ensuring they grow up to lead safe, happy, healthy and successful lives.

### **The Aim of the school:**

**‘To provide a supportive learning community that enables all children to thrive’**

To achieve this, the school will ensure:

- Pupils are provided with an enriched and extended curriculum, tailored to individual needs. This will help them develop positive feelings of self-worth and confidence and will enable them to make a successful transition to adulthood and be active and responsible citizens.
- Parents, carers and families are encouraged and enabled to engage in their children’s learning. They will be consulted and involved in decision-making processes and this will enable the school to ensure provision both for their children and themselves is accurately matched to need.
- Staff will have their individual needs recognised and will be helped to build on their strengths and enabled to develop their skills further through appropriate professional development opportunities.
- It works together with its local community of schools to extend the opportunities for all pupils to develop their individual strengths and potential.





## Where you can find us

The school is located just off [Junction 9 of the M5](#). Both the main school building and the Post-16 Centre are new, attractive and spacious buildings being built in 2013 and 2017 respectively. Our third phase of our building project, Knight View was completed ready for September 2021. The learning and working environments are second to none.



### Contact Details

Alderman Knight School  
Ashchurch Road  
Tewkesbury  
Gloucestershire  
GL20 8JJ

Main Reception - **01684 295639**

Email - [hr@aldermanknight.gloucs.sch.uk](mailto:hr@aldermanknight.gloucs.sch.uk)

Website - [www.aldermanknight.gloucs.sch.uk](http://www.aldermanknight.gloucs.sch.uk)

Applications can be submitted through Eteach using the following link:

<https://www.eteach.com/job/medical-needs-coordinator-1468719>

To contact Alderman Knight School to arrange a visit or for further information please email:

[hr@aldermanknight.gloucs.sch.uk](mailto:hr@aldermanknight.gloucs.sch.uk)