



## Gordon's School

### Medical Centre Administrator – Job description

**Reports to:** Lead Nurse  
**Hours:** 9am – 5pm Monday to Friday term time only  
**Salary:** c£16,000 per annum

This role is required for September 2020.

#### **Main Purpose of the Job**

To provide administrative support to the Nurses including updating the Patient Tracker database and liaising with parents as required. Assist in the treatment and supervision of sick, injured or distressed students in accordance with the trained Nurse's instructions.

#### **Duties and Responsibilities**

Key duties and responsibilities include:

1. Providing administrative support to the Trained Nurses such as inputting of data to the 'Patient Tracker' database, corresponding with parents and external partners/agencies, updating SharePoint, creating communications such as the Medical Centre leaflet and Information Posters.
2. Ordering non-pharmacy supplies for the Medical Centre including medical equipment, First Aid and stationary supplies.
3. Co-ordinating student appointments both on and off site (GP, Hospital, Physio, etc.)
4. Helping to co-ordinate Medical Centre activities such as vaccination programmes, meetings with external visitors, First Aid Courses and School Nurse Network meetings.
5. Collecting and managing the Medical Centre post.
6. Assisting in administrative tasks to enable the smooth running of the Medical Centre.
7. Liaising with parents as directed by the on duty Nurse.
8. Assisting in treating sick, injured or distressed pupils in accordance with the Trained Nurse's instructions and/or Medical Centre or School policies and procedures.
9. Supervising sick, injured or distressed pupils admitted to the Medical Centre in the absence of / at the request of the Trained Nurse on duty.
10. Providing First Aid to the wider school community including staff and visitors.

*The above list of duties and responsibilities is not exhaustive and may be altered from time to time.*

#### **Special Factors**

This role requires the person to hold, or be willing to undertake, a First Aid at Work certificate and an OPUS Medication Awareness in Schools certificate.

#### **Person Specification**

##### **Experience and skills**

- Excellent administrative skills
- Good knowledge and demonstrable experience of Microsoft products
- Excellent organisational skills and ability to use initiative - Good communication skills, both written and spoken

##### **Personal Skills**

- A conscientious individual, committed and reliable with excellent attention to detail
- Self motivated energetic and enthusiastic
- Confidentiality and integrity

- Able to work on own initiative, whilst at the same time having the ability to work well within a team
- Good inter-personal skills, diplomatic and tactful
- A confident person with a willingness to take responsibility
- Adaptability and flexibility to meet changing work priorities

*Gordon's School is a State Boarding and Day School and is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment – applicants must be willing to undergo appropriate screening including a DBS check.*