



Blundell's

FOUNDED 1604

WORKING AT BLUNDELL'S JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Medical Centre Admin Assistant
Department: Medical Centre
Report to: Senior Nurse
Date: May 2022

ROLE

To provide day to day support to the Medical Centre including general admin duties, cleaning and pupil transport for medical appointments and minor emergencies.

SUMMARY OF DUTIES

- Communication and interaction with pupils, school staff and parents.
- To manage phone calls and emails.
- To assist the nurse on duty as required.
- To administer minor First Aid under supervision of the nurse on duty.
- To ensure the Medical Centre is cleaned appropriately and Reception area is organised, clean and tidy.
- To make beds/clean-up kitchen, etc at the end of each day.
- To transport children to medical and dental appointments or Minor Injuries/A&E as required.
- To co-ordinate and assist visiting immunisation teams.
- Management and co-ordination of Vaccination programmes, generating spreadsheets as needed.
- To manage all stationery and documentation supplies.
- General admin duties including photocopying, laminating and producing letters and emails.
- To maintain electronic and paper filing systems, ensuring documents are accessible to all Medical Centre staff.
- To maintain pharmacy account and invoices including collection of prescriptions as required.
- To report faults and any required repairs to the appropriate department in school.
- To maintain links with the Main Office/Bursary/Clare House/Pharmacy/Immunisation Team/ IT and the general school community.
- To produce and distribute a weekly On-Call list.
- To amend Medical Centre policies as suggested by the Senior Nurse.

- Managing new pupils Medical Information Forms, liaising with Amicus Health to register all pupils.
 - Audit the “Medical Need to Know” list at the beginning and end of each half term.
 - Take reasonable care of health and safety of self, other people and resources whilst at work to comply with the School’s health and safety policy, procedures and local rules.
 - Any other duties as reasonably directed by Senior Nurse.
-

PERSON SPECIFICATION

Essential Qualifications and Experience

- Good communication skills
- Excellent IT skills including database management
- Strong organisational skills
- Full clean driving license and use of own vehicle
- Admin or Reception experience
- Ability to maintain confidentiality
- Flexibility – working hours may vary a little to suit the needs of the business

Desirable

- Experience working in a medical practise
 - Experience working in a school
 - Basic first aid qualification
-

This is not an exclusive list of duties but gives an indication of the level of ability required. All staff will be expected to undertake relevant training and may be required to update their skills.

Please sign to acknowledge receipt of job description.

Signature: _____

Employee Name: _____

Date: ___ / ___ / ___