SHAVINGTON ACADEMY
Rope Lane, Shavington, Cheshire CW2 5DH

Tel: 01270 260717

Email: recruitment@shavington.academy
Website: www.shavington.academy

Headteacher: **Mrs Emma Casewell**

Applications are invited for the permanent post of

Pastoral/Medical Assistant

Required to start as soon as possible

Actual Salary: £21,912pa

35 hours per week, 39 weeks per year

Monday to Friday 8:30am – 4:00pm

Overall Purpose of Post

To deliver health and first aid provision for pupils and staff of the Academy in line with the Health and Safety Policy, First Aid Protocol and Allergy Policy
To support the Pastoral Team in the management of day-to-day pastoral care
To prepare and maintain the paper and electronic individual health care records of all pupils in line with Academy policy
To prepare generic, and where appropriate, specific risk assessments and care plans for situations and/or individuals
To ensure all injuries are appropriately reported, undertaking monthly analysis
To ensure all related equipment and supplies are suitably and regularly maintained
To ensure appropriate communication with all staff, parents/carers and other health related agencies
To support pupils in their learning and encourage positive attitudes in and around the Academy
To work effectively with pupils and staff to promote positive engagement
To work closely with the Director of Inclusion, Designated Allergy Lead, SENCO, Pastoral Team and First Aiders at the Academy, having direct liaison with the appropriate member of staff as required

Main Responsibilities

All duties and responsibilities below are to be managed in conjunction with the appropriate Academy policy:

Medical Provision

- To provide emergency and routine first aid treatment for pupils, staff and visitors
- To deal with emergency health related incidents, working with the first aid team as required
- To hold an emergency stock of prescribed devices and medicines for use in managing incidents in relation to pupils, staff and visitors as and when required, in line with parent/carer consent, with the appropriate documentation completed
- To ensure all first aid kits are prepared for use during all school activities, eg. school trips and maintain first aid boxes placed around the Academy with the appropriate documentation completed
- To organise meetings with parents/carers to discuss individual healthcare plans and any associated clinical plans
- To consult regularly with the catering team to ensure allergy management information is clearly displayed

Communication

- Contact parent/carer if a pupil needs to go home, following Academy procedure
- Obtain and keep updated, written consent for administration of medication, for all pupils, including allergy and asthma devices
- Consult with staff and parent/carers if visits to the Medical Room become very regular

• Report sensitive, controversial, or personal issues to the Headteacher, Designated Allergy Lead or, Senior Leadership in confidence

Administration and Reporting

• Record every visit and treatment required/given
• Prepare and report all accident/incident and near misses, in line with legislation, appropriately reported and undertaking analysis on a half termly basis.
• Fill in Accident/Incident forms daily ensuring the data is input to the relevant monitoring system
• Inform parent/carers of any head injury and, where possible, every incident that provides some cause for concern
• Ensure that the Headteacher, Designated Allergy Lead or Senior Leadership Team is informed of any serious or non-accidental incident dealt with
• Ensure the Individual health care records of high-risk pupils (those with allergy, asthma or a significant health condition) are prepared, maintained, and reviewed regularly, with relevant staff being notified
• To ensure all related equipment and supplies, for the medical room and around the Academy, are suitably maintained at all times, this includes devices for managing allergies
• Attend Parents Evenings for new intake to meet parent/carers to ascertain who may require an individual healthcare plan
• Keep the medical room clean and surfaces appropriately disinfected
• Maintain a stock of clean pupil uniform for emergency situations
• Restock class first resources on a regular basis
• Provide administrative and reception support to aid effective management of pastoral support

Qualifications, Knowledge, Skills and Attributes

Essential:

• Recognised first aid qualification (if you do not have one, this will be arranged on appointment)
• Strong administration and organisational skills
• Computer literate
• Excellent and empathetic communication skills, good analytical, organisational, and writing skills
• The ability to build excellent relationships with members of staff and pupils
• The ability to keep calm in any situation and to deal with individuals who may be angry or emotional
• Flexibility & adaptability when reception and administration teams are working under pressure

Desirable:

- Experience of working in an education setting
- Enhanced DBS certificate (if you do not have one, this will be arranged on appointment)
- Additional specific skills such as defibrillator training, training around the management of specific conditions ie. diabetes, epi-pen training, etc.

Shavington Academy is committed to safeguarding and promoting the welfare of all our pupils and expects all employees and volunteers to share this commitment.
All posts are subject to enhanced DBS checks and completion of Level 2 Safeguarding training.

Informal inquiries prior to application should be made to Mrs L Couper - lc@shavington.academy

Closing date: Monday 2nd November 2026 @ 12 noon
Interview Date week commencing: Monday 2nd November 2026

To apply for this post, please complete an application form and provide a supporting statement of no more than two sides of A4 on your suitability for the post to Mrs E J Casewell, Headteacher.

Application packs are available from the Academy website: www.shavington.academy
or by emailing: recruitment@shavington.academy
Applications should be returned to recruitment@shavington.academy

Please note that only fully completed Academy applications forms will be considered