



CHRIST THE SAVIOUR C.E. PRIMARY SCHOOL

The Grove, London W5 5DX | New Broadway, London W5 2XA

www.ctsprimary.org.uk | admin@cts-school.org | 020 8249 6800 | Headteacher: Mrs K. Tramoni

Job Description: Medical & Welfare Assistant

Job title: Medical & Welfare Assistant

Reporting to: Senior Leadership Team (SLT)/School Business Manager

Contract: Full time, 37.5 hours per week (08:00am to 16:00pm, 30 minutes unpaid break), term time only plus 2 weeks

Salary: Grade 5 (points 12-15)

Main Purpose of the Role

To provide high-quality medical and welfare support to pupils, ensuring their health, safety and wellbeing within the school community. This includes administering medication and first aid, supporting pupils with medical conditions, maintaining accurate medical records, and liaising with parents and healthcare professionals.

Key Responsibilities

- Administer first aid and medication to pupils in line with school policies and procedures
- Support pupils with ongoing medical needs, including diabetes, epilepsy, and severe allergies
- Maintain up-to-date and confidential medical records for all pupils
- Liaise effectively with parents, carers, and healthcare professionals regarding pupil welfare and medical needs
- Provide support for pupils' emotional wellbeing and signpost to appropriate services where necessary
- Ensure the medical room is well-stocked, clean, and compliant with health and safety regulations
- Support and implement individual healthcare and emergency plans as required

- Contribute to safeguarding and child protection procedures, reporting concerns promptly
- Attend relevant training and CPD as required (including first aid, paediatric first aid, and diabetic training)
- Provide flexible support to the wider school team as needed

Person Specification

Qualifications and Training

- First aid qualification (or willingness to obtain)
- Paediatric first aid and diabetic training (desirable)
- Willingness to undertake further training as required

Experience

- Experience of working with children in a school or similar environment
- Experience in administering first aid and medication (desirable)
- Experience in maintaining accurate records

Skills and Knowledge

- Understanding of safeguarding and child protection procedures
- Knowledge of common medical conditions in children (desirable)
- Excellent communication and interpersonal skills
- Strong organisational skills and attention to detail
- Ability to maintain confidentiality and professionalism at all times
- Ability to use IT systems for record-keeping

Personal Qualities

- Caring, empathetic and approachable manner
- Flexible and adaptable approach to work
- Commitment to promoting the health and wellbeing of all pupils
- High standards of integrity and reliability
- Commitment to upholding the ethos and values of the school

Safeguarding

Christ The Saviour CofE Primary School is committed to safeguarding and promoting the welfare of children. All appointments will be subject to satisfactory completion of safeguarding checks, including an enhanced DBS check.

Christ The Saviour CofE Primary School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.