



JOB DESCRIPTION

Job Title: Director of Medical Provision

Location: Forest School Medical Centre

Department: Medical

Reports To: Bursar

Job Summary

Forest School seeks to appoint a highly experienced and committed healthcare professional, either a Doctor or Nurse, to fulfil the pivotal role of Director of Medical Provision. This position requires a professional with substantial knowledge and experience in managing healthcare flow within a busy healthcare setting. The appointed candidate will direct and oversee all aspects of the school's medical provision, with the primary focus being the health and well-being of our pupils.

Safeguarding

The post holder will be required to;

- Submit an Enhanced Disclosure and Barring Check (DBS).
- Complete Child Protection Training.
- Promote and safeguard the welfare of all children and young person's they are responsible for or come into contact with.

Key Responsibilities

1. **Strategic Leadership and Management:** Lead and supervise the daily operations of the school health centre, ensuring the provision of high-quality, timely medical services to pupils. This includes managing healthcare flow, overseeing patient triage, and ensuring efficient operation of the facility.
2. **Policy Implementation and Monitoring:** Update, replace, and implement health-related policies and procedures with the support of the Director of Health & Safety, adhering to IS & UK regulations and best practices in paediatric and strategic healthcare.
3. **External Provider Liaison:** Work closely with external medical providers to improve the standard of care provided to students, establishing and nurturing strong professional relationships to ensure seamless medical provision.
4. **Team Development:** Recruit, mentor, and professionally develop a healthcare team, which includes two school nurses, to promote a culture of clinical excellence, empathetic patient care, and continuous professional development. Appointment to work closely with Deputy Head

Forest School is committed to safeguarding and promoting the welfare of children. Appointment to this position requires an enhanced DBS disclosure.

Safeguarding, Deputy Head Pastoral and mental health service provided by in house provider, Place2Be.

5. **Interdepartmental Communication:** Foster effective communication with other medical and non-medical departments within the school, ensuring coordinated efforts towards the well-being of the school community.
6. **Budget Management:** Manage the facility's budget, ensuring efficient allocation of resources and cost-effective operation without compromising the quality of medical care.
7. **Healthcare Provision:** Plan, coordinate and oversee routine health screenings, physical examinations, immunisations, and the provision of first aid. Strategically manage the response to any health crises, such as disease outbreaks or emergency medical situations.
8. **Emergency Response Planning:** Develop and coordinate a comprehensive medical response plan for emergencies, training staff to follow protocols and procedures during a crisis.
9. **Health Education:** Collaborate with school faculty and administrators to integrate health education into the curriculum and extra-curricular activities.
10. **Record Keeping and Communication:** Maintain accurate, up-to-date and confidential medical records for all students. Manage communication with parents and caregivers about their child's health and well-being.
11. **Professional Development:** Remain abreast of the latest medical research, guidelines, and best practices related to school health, paediatric medicine and in educational visits.

Required Qualifications

1. Medical degree or Nursing degree from a recognised university, with a valid licence to practice in the UK.
2. Post-qualification experience in Paediatrics, School Health, or a related field, with a significant focus on managing healthcare flow.
3. Demonstrated leadership and team management skills, with the ability to foster a positive and collaborative work environment.
4. Excellent interpersonal and communication skills, with an ability to liaise effectively with students, parents, and school staff.
5. Thorough understanding of medical legal issues, including data protection and safeguarding procedures.
6. A current first aid and CPR certification, with the ability to train others in these areas.
7. Ability to handle stressful situations and medical emergencies with professionalism, efficiency, and a calm demeanour.
8. High level of organisational skills and ability to multitask.

Desirable Qualifications

1. Postgraduate qualification in Public Health, Health Management, or a related field.
2. Experience in a school or other educational setting.
3. Membership in a relevant professional association, such as the Royal College of Paediatrics and Child Health (RCPCH) or the Royal College of Nursing (RCN).

Forest School's Policy and Procedure

The post holder is required to actively follow and abide by all Forest policies and procedures including Equal Opportunities, Safer Recruitment and Child Protection, and will maintain an awareness and observation of Fire and Health & Safety Regulations.

If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the post holder. The post holder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested the line manager or Head of Department/Section.

Terms and Conditions

- Salary: Competitive
- Hours of work: Term time plus 6 weeks during Forest School holidays, to include the last two weeks of the summer holidays.
The Medical Centre is open between 08:00 – 18:00, Monday – Friday during term time. Provision will need to be available throughout this time with an alternating early/late shift rota.
- Occasional weekends for School events, including Open Day. Staff are expected to attend all InSET days.
- Support staff are enrolled into a defined contribution scheme. Staff are required to make a minimum contribution into the scheme, amounting to 5%. The School will make a graduated employer contribution, starting at 11%, based on length of service.
- Free lunches during term time and when working during the school holidays.
- Refreshments available in the Common Room throughout the day.
- Discounted membership of the Sylvestrian Leisure Centre.
- Assistance obtaining permit of parking.
- Employer death in service benefit
- Support with extensive CPD opportunities