



## **Health Care and Medical Administrator**

**Location:** St Andrews, Scotland

**Reports to:** Lead School Nurse

**Accountable to:** Deputy Head Pastoral

**Salary:** £12.36 per hour, Support Salary Grade 2:1.

**Hours of Work:** 37.5 hours per week (term-time), plus 3 weeks admin hours to be met with the needs of the service, plus weekend work

**Contract:** Permanent

**Start Date:** August 2025

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### **Job Purpose**

To support the effective delivery of health care services and medical administration within the school's Health Centre. The successful candidate will assist the Lead Nurse in caring for pupils and staff, maintaining medical records, and coordinating health services. As a member of the wider support team, the role is accountable to the Deputy Head Pastoral.

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### **Key Responsibilities**

#### **Clinical and Pupil Care**

- Provide first aid and support general health care needs of pupils and staff.
- Administer and record medication as delegated by the nursing team.
- Escort pupils to medical appointments when boarding staff are unavailable.
- Support school health and well-being initiatives.

## **Administrative and Medical Records**

- Maintain accurate and confidential pupil medical records.
- Input contact notes and interactions with pupils, families, and health professionals into the database.
- Complete GP registration forms and liaise with local health services.
- Upload, scan, and update pupil medical documents in the system.
- Run reports such as asthma lists, care plans, and medical visits.

## **Health Centre Operations**

- Monitor and order medical and stationery supplies.
- Conduct weekly audits of medications and returns to the pharmacy.
- Organise annual calibration of medical equipment and defibrillator compliance checks.
- Maintain cleanliness and organisation of the Health Centre.
- Assist in organising NHS immunisation clinics and liaise with the immunisation team.
- Archive/shred medical records in line with data retention policies.

## **First Aid & Emergency Preparedness**

- Organise first aid training and maintain training records and resources.
- Restock and maintain first aid kits for the whole school and school trips.
- Monitor and manage emergency asthma kits and pupil asthma cards.

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## **Candidate Requirements**

### **Essential**

- Experience in an administrative and/or healthcare setting.

- Strong IT skills (Google Suite, Word, Excel, database systems).
- Excellent communication and interpersonal skills.
- Ability to handle confidential information with discretion.
- Calm under pressure and able to work independently.
- Willingness to undertake relevant training (e.g. First Aid, safeguarding).

### **Desirable**

- Previous experience working with children or in a school or medical setting.
- NVQ Level 2/3 in Health and Social Care or equivalent.
- Experience of database administration and report generation.
- Mental health first aid

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### **What We Offer**

- Competitive salary
- Fee remission
- Supportive and collaborative working environment.
- Opportunities for training and professional development.
- Access to school facilities and recreational amenities.
- Contributory pension scheme.

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### **Safeguarding Statement**

St Leonards is committed to safeguarding and promoting the welfare of children and young people. All applicants must be willing to undergo child protection screening appropriate to the post, including enhanced PVG clearance.