



Job Description

School Medical and Welfare Officer

Thornton College is a leading independent Catholic day and boarding school for girls, offering a warm and nurturing educational environment alongside a rigorous and exciting curriculum.

The School is part of the wider Jesus and Mary Trust that educates young people in 31 countries across the world. It is set within 25 acres of beautiful parkland just outside Buckingham and within easy reach of Milton Keynes and conveniently located between Oxford and Cambridge. Children of all Christian denominations, of other faiths and of no faith are welcome in our school. All are equally valued, and all are equally important.

Thornton is a school that parents and girls can trust to deliver the highest standards of education coupled with outstanding pastoral care. We are dedicated to blending academic excellence with a richness of opportunity beyond the classroom. We believe that teaching and learning should be both challenging and enjoyable for students of all abilities and we aim for the highest possible standards. Our academic results are testament to the way the girls are challenged and motivated to give their best in all they do.

There is an exciting School Development Plan, which has the continued strengthening of the school's academic standing as the priority. In October 2022, the school received 'Excellent' in all areas in its ISI inspection and in May 2024, the CSI judged the school to be 'Outstanding' in all areas noting the school's 'commitment to the flourishing of every member of the community.' Our most recent ISI inspection commented positively on the 'rapid' academic progress made by students across the school and the 'high levels of self-esteem and self-confidence' evident amongst students. Thornton College is an accredited NACE (National Association for Able Children in Education) school and received accreditation from the British Council with the International Schools Award 2025-2028. In 2025, the school was shortlisted as Independent Girls' School of the Year.

Job Description:

Reporting to the Deputy Headteacher and Designated Safeguarding Lead, the newly appointed School Medical and Welfare Officer will ensure the provision of high-quality nursing care, health advice and welfare support to students and other members of the school community, assist in all matters of safeguarding as a Deputy Designated Safeguarding Lead and effectively manage the Medical Centre, ensuring the highest standards of compliance as well as care.

Thornton College employs one School Medical and Welfare Officer who oversees provision across the school, including both day and boarding provision. The Health Centre operates from 8am until 4.30pm, term time only, except for boarding induction and time given for welcoming new families at the beginning of the academic year. Attendance is required at events throughout the year, some of which take place in the evening, such as school productions, and approximately four of which take place on a Saturday, including the School Fete and the Christmas Market.

Using evidence-based practice, the School Medical and Welfare Officer will play a key role in the life of the school. Working closely with pastoral and safeguarding teams, Boarding House Staff, parents/carers and external healthcare and safeguarding providers the School Medical and Welfare Officer will provide a comprehensive healthcare service to students and promote a healthy and supportive school environment. This role will include providing immediate medical treatment for minor injuries and illnesses, managing and coordinating day-to-day healthcare operations, including first aid, chronic illness management and health promotion whilst ensuring compliance with all relevant health and safety legislation and school policies and maintaining accurate and confidential records in line with GDPR requirements.

Key Responsibilities:

General

- To maintain professional standards and work within the code of conduct at all times.
- To conduct regular health assessments and screenings for students.
 - This may include vision and hearing assessments, monitoring students for signs of concerns and making appropriate referrals.
- To provide first aid and emergency care for injuries and illnesses.
- To manage and maintain stock and resources in the Health Centre within the allocated budget.
- To maintain stock of all first aid kits both around the school and in the minibuses
- To manage and support students with chronic health conditions, such as asthma, diabetes and epilepsy.
- To educate students, staff and parents on health-related topics.
- To administer ad hoc and prescribed medications and ensure secure storage and maintain accurate records
- To develop and implement individual health plans for students with specific health needs
- To manage the school's health records
 - This will involve maintaining detailed and confidential health records for all students and staff (as part of the recruitment process).
 - This will involve using electronic health records systems to manage and update

student and staff information.

- To monitor and manage infection control measures within the school
 - This will include educating the school community on best practices for infection prevention
- To coordinate and oversee school immunisation programmes to ensure students are up to date with their vaccinations
 - This will include liaising with local services to provide immunisation programmes for students and staff members
- To act as a liaison between school, families, and health care providers.
- To inform the catering team on food allergies prior to the start of each term and as new students join the school.
- To act as the health care link on the school's Critical Incident Response Plan
- To write and update the school's medical policy and all relevant associated policies, ensuring compliance with local and educational regulations and guidelines.
- To write and maintain health related risk assessments as required.
- To manage all relevant staff training, including specific health care training as well as First Aid training
 - This will involve maintaining an up-to-date register of all qualified staff members and identifying training needs in a timely manner.
- To ensure all school visits and excursions are equipped with the necessary first aid equipment and that staff are knowledgeable of the needs within their cohort.
 - This will involve assisting staff in the completion of risk assessments for both excursions and school events to ensure needs are assessed and adjustments made where necessary.
 - This may involve working with external medical professionals and advisors to ensure the safety and wellbeing of individuals.
- To attend school functions and meetings as required

Boarding

In addition to the above

- To meet with all families and conduct comprehensive health assessments for incoming students to identify any medical conditions or special health needs.
- To register all new boarding students with the GP Surgery
- To arrange GP appointments with the local surgery
- To arrange for repeat prescriptions if necessary
- To review and verify medical records and immunisation histories to ensure compliance with local health regulations
- To ensure all medical documentation is complete and up to date, including vaccination records, health insurance details, and consent forms
- To develop medication administration plans for students who require regular medication
- To ensure safe and proper storage and administration of medications and train staff on proper procedures
- To coordinate with local health care providers to ensure continuity of care for students

Safeguarding

- To assist the Designated Safeguarding Lead and work with other members of the Safeguarding team to manage and oversee safeguarding and child protection policies and procedures.
- To support staff, providing advice to staff on child welfare and protection matters
- To assist in the maintenance of accurate and confidential records of safeguarding concerns and actions taken
- To help develop and review the school's safeguarding policies and procedures
- To work with other agencies, such as social services and the police, to ensure the safety and wellbeing of students
- To attend Child Protection and Family support meetings when required.
- To assist in monitoring the safeguarding practices within the school, reporting any concerns to the DSL.

Teaching

- To collaborate with teachers, especially coordinators of PSHEE, to develop and integrate health education topics into the school curriculum
- To contribute to the planning and teaching of the Young St John's First Aid Award
- To deliver lessons on various health topics, including mental health, substance abuse prevention, sex and relationship education
- To provide educational materials and resources to support health education initiatives
- To assist in the development and implementation of school policies related to health and relationships
- To provide training for teachers and staff on health education topics and how to address them in the classroom.

Health and Safety

- To ensure all incidents, injuries and diseases and dangerous occurrences are reported in compliance with RIDDOR regulations.
 - This will involve maintaining accurate and detailed records of all reportable incidents.
- To maintain an excellent working environment with all maintenance issues dealt with quickly and safely.
- To adhere to all health and safety policies and procedures.
- To be fully aware of all safeguarding procedures, including emergency and security procedures.
- To pay due regard to the School's Health & Safety Policy, including one's own H&S needs and those of others; particularly those for whom you have a duty of care.
- To attend and contribute to Health and Safety committee meetings

All staff are expected to perform such other tasks as may be reasonably requested by the Head Teacher.

All staff are responsible for promoting and safeguarding the welfare of students at Thornton College by ensuring compliance with the school's Safeguarding and Child Protection Policy at all times. It is a

requirement of all staff to report any actual or potential risks to the safety or welfare of students to the Designated Safeguarding Lead.

All staff are required to undertake whatever else may reasonably be requested by the Head of Thornton College in support of the Aims of the School. Job Descriptions are subject to annual review.

Requirements

Attributes	Requirements	Essential / Desirable
	HSE First Aid Certificate or equivalent	Desirable
	Willing to undertake regular training of Level 3 First Aid and associate qualifications	Essential
	Knowledge of safeguarding	Desirable
Skills and Experience	Knowledge and experience of providing care for children with chronic and minor illnesses	Essential
	Strong administrative skills, including proficient use of systems such as Outlook, Teams, Word, CPoms and inputting onto databases	Essential
	An ability to work independently, or flexibly and cooperatively as a team	Essential
	An ability to work well under pressure, use initiative and make decisions confidently	Essential
	Previous experience of teaching	Desirable

	An ability to demonstrate excellent time management and organisational skills alongside strong written and verbal communication skills adapted appropriately for all levels.	Essential
	A sensitive listener who has an understanding of the issues facing young people with an approachable, positive and forward-thinking attitude.	Essential
	Committed to continuous self-development and willing to attend appropriate training and meeting	Essential