

CHARLTON SCHOOL

Building Knowledge • Developing Character • Inspiring Futures



Medical Needs Officer



Medical Needs Officer

37 hours per week

Term-time only

NJC Scale 3 (point 5 to 6)

Closing Date: 9am on 8th January 2026

Shortlisting: 9th January 2026

Interviews W/C: 12th January 2026

Job Start: February 2026



Principal: Mrs Barton

Apley Avenue, Wellington, Telford, TFI 3FA

Telephone 01952 951409

www.charlton.uk.com



About Charlton School

Charlton School in Wellington, Telford, is a well-established comprehensive secondary academy with a “Good” Ofsted rating and a long tradition of serving its local community.

At Charlton we take pride in students’ progress, with learning at the heart of all we do. We know the importance of inspiring students to develop a thirst for learning, so our curriculum is broad, rich and matched to individuals’ needs.

Our emphasis on purposeful, relevant learning means that our students benefit from a range of visits, specialist teaching and extensive extra-curricular experiences. We aim for all our students to enjoy school, excel in their studies and attain outstanding outcomes.

Our vision is to nurture happy, healthy young people who have the knowledge, academic achievement and strength of character to lead safe and successful lives in modern Britain, preparing them for their next steps in education or employment with a thirst for lifelong learning.

At Charlton our ethos is built upon our three core values; we expect all members of the Charlton community to always exhibit these values:

Respect Responsibility Resilience

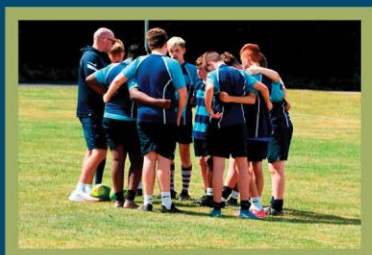
As part of the Learning Community Trust since December 2018, we are dedicated to providing a broad and enriching education, underpinned by strong pastoral care that supports the holistic development of each student. Our curriculum includes core and Ebacc subjects alongside valuable qualifications in technology, media studies, and ICT.

Beyond the classroom, Charlton School offers a vibrant and inclusive programme of enrichment activities, with particular strengths in P.E., providing opportunities for participation in numerous sports; and the Performing Arts, where students can explore their creativity through drama, music, and dance, fostering essential skills and promoting well-being.

Underpinning our commitment to student success is a parallel dedication to the professional growth of our staff. Charlton School fosters a culture of continuous improvement through a comprehensive Instructional Coaching programme, providing tailored support and development opportunities for all colleagues. This investment in our staff ensures the highest quality of teaching and learning across the academy. Furthermore, our centralised pastoral systems are designed to create a calm and purposeful learning environment where students feel safe, supported, and ready to thrive.

These robust structures enable consistent and effective support for student well-being, allowing them to focus on their academic progress within a positive and nurturing atmosphere.

At Charlton we aim to keep learning at the heart of all we do, recognising the strengths of collaboration and sharing best practice. We are a true learning school where every individual has the opportunity to develop, maximising their best practice.



Medical Needs Officer

We are seeking to appoint a confident, caring and organised individual to join our team as a Medical Needs Officer. This is a key role in supporting the health and wellbeing of our students, ensuring they feel safe, cared for, and ready to learn. The successful candidate will provide high-quality first aid and medical support across the school, manage day-to-day medical needs, and liaise with parents, staff, and external health professionals.

You will have excellent communication skills, strong organisational ability, and a calm, professional approach. Experience of working with and supporting young people is essential, along with a commitment to safeguarding and promoting student welfare.

Key Responsibilities:

- Provide and store first aid and medical support to students and staff.
- Administer medication and maintain accurate health records.
- Support students with Individual Health Care Plans.
- Liaise with parents and external agencies regarding medical needs.
- Promote a positive attitude towards health, wellbeing, and attendance.
- Maintain accurate health records.

Why Join Charlton School?

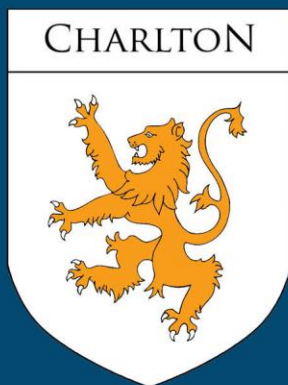
Charlton School is a successful and inclusive secondary school in Telford, rated 'Good' by Ofsted. Our ethos is built on Respect, Responsibility, and Resilience, and we are committed to nurturing happy, healthy young people who achieve their full potential. As part of the Learning Community Trust, we offer a supportive environment and professional development opportunities for all staff.

Staff Wellbeing Offer

At Charlton School, we believe that supporting our people goes beyond the workplace. That's why we are proud to offer a comprehensive Employee Assistance Programme, designed to provide confidential guidance, practical resources, and wellbeing support whenever it's needed. Whether it's professional advice, personal challenges, or simply a listening ear, our EAP ensures that every member of our team has access to the tools and care that help them thrive both at work and in life. Our complimentary staff offers include:

- **Counselling:** Confidential sessions with qualified counsellors
- **Nurse Support:** Speak with registered nurses about health concerns
- **24/7 GP Access:** Consult with a GP anytime and arrange prescriptions to your local pharmacy
- **Physiotherapy:** Telephone consultations and referrals to local clinics for physical discomfort or injury.
- **Mindfulness & Mental Wellbeing:** Guided relaxation, live sessions,
- **Lifestyle Support:** Including fitness plans, nutritional advice, weight management, and food sensitivity testing.





Job Description

Title:	Medical Needs Officer
Hours:	37 hours per week, term time only
Salary:	NJC Scale 3 Point 5-6
Accountable to:	Vice Principal
Purpose of Job:	To provide professional, caring, and efficient first aid and medical support service to students and staff, manage day-to-day medical needs, and liaise with parents, staff, and external health professionals to promote student wellbeing.

Key Areas and Accountabilities

- Respond promptly to all first aid requests through the SSC system.
- Provide first aid and attend to minor medical needs, including assessment, treatment, and escalation when necessary.
- Care for students who feel unwell and arrange for them to return to lessons or go home.
- Log all first aid incidents and actions taken on the school database.
- Promote a positive attitude towards attendance with students and parents.
- Assist in the administration of Individual Health Care Plans for students with specific medical needs.
- Coordinate student vaccinations and liaise with vaccination teams.
- Meet with parents and healthcare professionals to ensure guidance is followed and accurate records are kept.
- Ensure the medical register is kept up to date and staff are informed of new medical issues.

Specific Duties – First Aid and Medical:

- Provide a professional and efficient service when dealing with parents, students, and stakeholders.
- Liaise with emergency services for medical provision as required.
- Ensure correct consent is obtained for administering medication.
- Assist in safe storage and dispensation of medication as prescribed in Health Care Plans.
- Report safeguarding concerns identified during medical interactions to the Safeguarding Team.
- Maintain accident records and provide necessary reports.
- Carry out monthly stock audits of first aid and medical equipment.
- Input data and produce reports for Health and Safety meetings.
- Enter and maintain accurate student medical information in Bromcom and inform staff for trips and activities.
- Monitor cleanliness of first aid rooms and maintain supplies.

General Responsibilities:

- Supervise students at key times of the day (start/end of school, breaks, lesson changeovers).
- Uphold the highest standards of safeguarding and student safety at all times.
- Comply with school policies, procedures, and codes of conduct.
- Ensure first aid is of a high standard and complies with legislation and guidance.
- Attend necessary training as required.

Person Specification

Medical Needs Officer

This person specification outlines the essential and desirable skills and attributes for the role of Medical Needs Officer.

Qualifications

Criteria	Essential	Desirable
Valid First Aid at Work certificate		✓
GCSEs (including English and Math's or equivalent)		✓
Safeguarding training (or willingness to complete)		✓
Mental Health First Aid or equivalent		✓
NVQ Level 3 or above in Health/Social Care or Education		✓
Counselling or youth work qualification		✓

Experience

Criteria	Essential	Desirable
Administering first aid and medication	✓	
Liaising with parents and or external agencies	✓	
Maintaining accurate records	✓	
Working in a pastoral or wellbeing role		✓
Supporting young people with medical conditions	✓	
Using Bromcom or similar school systems		✓

Knowledge & Skills

Criteria	Essential	Desirable
Understanding of child protection and safeguarding procedures	✓	
Ability to manage confidential information appropriately	✓	
Strong interpersonal and communication skills	✓	
Ability to work independently and as part of a team	✓	
Knowledge of SEND and inclusion practices		✓
Awareness of trauma-informed approaches		✓
Familiarity with CPOMS or similar safeguarding software		✓
ICT skills (Microsoft Office, data entry)	✓	
Knowledge of GDPR and Data Protection Policy		✓

Personal Attributes

Criteria	Essential	Desirable
Empathetic and approachable	✓	
Organised and has good attention to detail	✓	
Professional and discreet	✓	
Calm under pressure	✓	
Flexible and adaptable	✓	
Committed to equality and diversity	✓	
Positive outlook and a good listener	✓	

ADDITIONAL INFORMATION

Medical Needs Officer

CHARLTON SCHOOL

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Term-time only

NJC Scale 3 (point 5 to 6)

Term time only will mean that you will only be required to work the 190 days that the students are in school, the 5 Professional Development Days are worked only if required.

(These will be paid)

Therefore, your salary is calculated on a pro-rata basis, i.e. your salary is calculated by the following simple formula:

Hourly rate X weekly hours X annual working weeks and this will give you your salary. It is then divided into 12 equal monthly payments.

Annual working weeks are 43.51

The NJC Scale 3 Point 5 to 6 salary range is £25,583 to £25,989.

Pro rata salary is as below:

(£21,346 to £21,684)

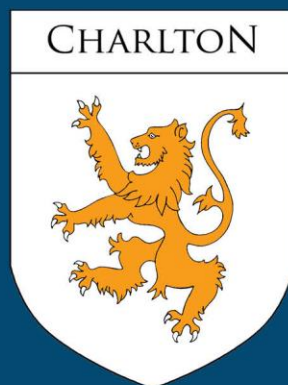
If you have any questions regarding this salary and how it is calculated, please contact the school, or ask at your interview.

Sorry but CV's will not be accepted.

The Learning Community Trust is committed to safeguarding and promoting the welfare of children and young people. All post holders working in regulated activity with children, are required to have an enhanced DBS check (including a check on the children's barred list).

References will be required for all shortlisted candidates, prior to interview and these will be checked following the Learning Community Trust recruitment and selection process. In line with the Statutory Guidance Keeping Children Safe in Education an online check will also be undertaken for all shortlisted candidates prior to the interview. Shortlisted candidates will also be required to complete a criminal self-disclosure declaration, posts that involve working in regulated activity are exempt from the Rehabilitation of Offenders Act, please note it is a criminal offence for individuals on the barred list for children to apply for any post working with children. For more information, please refer to The MOJ's guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975, for information about which convictions must be declared during job applications and related exceptions and further information about filtering offences can be found in the DBS filtering guide.

We are committed to equality and diversity and follow the Safer Recruitment practices as set out in the Statutory Guidance - Keeping Children Safe in Education. For more information regarding our school's commitment to safeguarding, please see our Child Protection & Safeguarding Policy [here](#).



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