



Ripon Grammar School

Job Description

School Health Worker

Key Aspects of Role:

To oversee the care of students, both boarding and day, in school

To support first aiders in school

To contribute to the school's health education programme

Reports to:

- Inclusion Manager (SENDSCO)
- Deputy Head [Teaching and Learning]

Terms and Conditions:

- NYC Grade G [points 13 – 18]
- This is currently a job-share [two part time staff]
- Term time only

Specific Duties

Boarding and Day Students

- To be responsible for the general health and well-being of those in the boarding houses, holding daily 'surgeries' at appropriate times of the day and look after sick boarders
- If required, to refer medical matters to the doctor's/dentist's surgery or hospital
- To deal with medical emergencies as well as routine appointments, escorting students as needed to the surgery or hospital
- To administer first aid to students and staff in emergencies
- To be responsible for the well-being of any sick day students, making arrangements for them to be collected by parents
- To ensure good lines of communication with parents regarding students' medical needs.
- To take part in the induction arrangements for new students joining the school regarding their medical needs
- To liaise with both day and boarding staff as appropriate, sharing any health or medical concerns
- To manage the student immunisations as required on an annual basis
- Complete risk assessments for injured students and help organise alternative classrooms
- Carry out intimate care plans for high needs students

Record Keeping

- To ensure that appropriate pupil records are kept up to date and stored securely
- To produce and monitor pupil health care plans
- Maintain records electronically, including individual medical health-care plans
- Prepare medical information for staff for school trips
- Respond to medical information requests from the Local Authority
- Liaise with external agencies and complete referrals as required
- Be a point of call for SEMH, support in decision making as to which agency to involve, liaising with safeguarding, SENCO and parents as appropriate
- Contribute to SEMH risk assessments

Organisation

- To ensure that the drugs, equipment and dressings in the medical room are in date and re-stocked
- To liaise with our nominated pharmacist re: the storage and administration of non-prescribed medicine
- To check the defibrillators weekly and report any faults, arrange for servicing, etc.
- To administer students' medicine when necessary and advise parents when/if students' medications are out of date
- Provide health education, advice, and signposting to other sources of information (health and well-being)
- To check first aid kits [departmental every half term and for trips- on return]
- To ensure that there is a structure for first aid coverage in their absence and that first aiders are aware of their responsibilities and duties.
- If this post is a job-share, to ensure that information sharing and notes are clear for the hand-over day each week.

General

- To play a supporting (teaching) role in the school's health programme, including PSHCEE, tutor time and the sixth form general studies programme
- To take part in staff performance management on an annual basis
- To undertake professional development training as required
- To be familiar with the School's code of practice for Child Protection and other policies contained within the Staff Handbook

Any other duties as reasonably requested by the Headmaster

October 2025



PERSON SPECIFICATION
SCHOOL HEALTH WORKER

	ESSENTIAL	DESIRABLE/HELPFUL
QUALIFICATIONS	• First Aid at Work certificate • Experience of treating minor illnesses and sporting injuries. • ICT literate • Driving licence	• Nursing qualification
EXPERIENCE	• Working with young people • Effective organisation skills • Ability to communicate effectively, orally and in writing. • Working as a health professional	• Experience of working in a secondary school environment • Experience and interest in health education of young people
SPECIFIC APTITUDE	• A good listener • Excellent communicator with students, parents, staff and outside agencies • Good organisational and social skills	• Experience in planning relevant activities
MOTIVATION AND SOCIAL SKILLS	• Committed to the staff and students within school, and wanting the best for them • Ability to work under pressure • Sense of humour • Helpful and supportive attitude • Adaptable and flexible • Able to show initiative • Empathetic	