



MEREFIELD SCHOOL

RECRUITMENT PACK

***School Medical
Administrator***



ABOUT MEREFIELD SCHOOL

At Merefied School, we believe that it is every child's entitlement to achieve all that they are capable of achieving. We will strive to create opportunities for all our pupils to shine, to show us what they can do and hopefully to surprise themselves by discovering new talents and abilities. Merefied School is built on shared values of respect, growth and inspiration.

We have the highest possible expectations for all our children and young people and through providing the appropriate care, support and challenge, seek to help every child to meet them.

We want all our pupils to aspire to be the best that they can be and to discover more in themselves than they thought possible. We offer a rich and varied curriculum to cater for the wide variety of interests and needs within the school, which promotes independence, self esteem and achievement for all.

You would be joining the Southport Learning Trust, a family of nine schools which includes six secondary schools and two primary schools in the locality. Schools in our Trust include Birkdale High School, Bedford Primary School, Greenbank High School, Kew Woods Primary School, Maghull High School, Merefied School, Meols Cop High School, Range High School and Stanley High School.

Being part of a Trust would give you the opportunity to share and be involved in developing practice across multiple schools. You would benefit from an excellent Employee Assistance Programme and a commitment to your well-being and professional development.

We are seeking a dedicated and experienced healthcare professional for this highly rewarding role, supporting children with complex medical needs throughout the school. This is a critical role that involves taking delegated responsibility for assessing care needs, implementing care programmes, and ensuring the highest standards of medication administration safety.

Key Responsibilities Include:

- Administering medication to pupils throughout school on a daily basis.
- Ensuring safe and effective medication practices, administering daily medication, transcribing medications onto MAR charts, and maintaining strict records for storage, administration, and disposal.
- Providing direct advice, support, and care for pupils with complex medical needs, including those with tracheostomy, gastrostomy/jejunostomy, central lines, and shunts.
- Coordinating care between health professionals and families, including undertaking assessments to compile and maintain accurate Individual Healthcare Plans (IHCPs) (e.g., for asthma, epilepsy, allergies, medical conditions).
- Providing comprehensive first aid and confidently responding to and managing all pupil health emergencies.
- Taking a person-centred approach to care, providing general welfare support, personal care (toileting, dressing), using specialist mobility equipment (hoists, standing frames), and supporting assisted feeding.
- Liaising with parents/carers and external agencies (PHE school nurse) regarding health needs, and communicating sensitive information, including safeguarding concerns, to the Designated Safeguarding Lead (DSL).
- Attending meetings with professionals to support children's health, wellbeing and education

Interested applicants are strongly encouraged to visit us, meet our team and most importantly, get to know our incredible students. Pre planned tours are available, to organise a tour ahead of application, please contact **Gemma Parker, 01704 5771663 or email: g.parker@merefieldschool.co.uk**

**Joanne Sharpe
Headteacher**





APPLICATIONS

CONTRACT: 20 Hours per week, term time only plus 5 INSET days

HOURS: Monday - Friday between 9.30am and 2.30pm

CLOSING DATE: 6th February 2026, 9am

INTERVIEW DATE: 11th February 2026

SALARY: GRADE G SCP 20-25 £32,597 - £36,363 pro-rata.

(Actual salary: £17.36 - £19.37 per hour)

START DATE: 1st April 2026 or sooner

PLEASE SEND APPLICATIONS TO THE SCHOOL BUSINESS MANAGER,
g.parker@merefieldsschool.co.uk

CVs will not be considered

Enclosed in this pack is:

The job description and person specification for the role. Please use these to complete the application form for this post, setting out how you meet the criteria of the post. Please ensure that you complete the application form fully and do not leave any gaps in your career history.

An equal opportunity monitoring form which is enclosed with the application form. Please note the information on this form is used for monitoring purposes only and will not be seen by the shortlisting panel.

Our Recruitment Privacy Notice can be found on the school website, which sets out how we will gather, process and hold personal data of individuals as part of this recruitment process. If you are not shortlisted or appointed, then your information will only be retained by us for 6 months from the shortlisting date.

Merefield School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful applicants will be requested to undertake an Enhanced Disclosure and Barring Service check. At least one member of our recruitment team for this post is Safer Recruitment trained and we adhere to Southport Learning Trust's Recruitment and Selection Policy for Employees and Volunteers.

We are proud to have an organisational culture where employees with varying perspectives, skills, life experiences and backgrounds – the best and brightest minds – can work together to achieve excellence and realise individual and organisational potential.

PERSON SPECIFICATION

School Medical Administrator

	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> GCSE grade C/OLEVEL/L2 qualification in Maths and English. Level 4 qualification in a subject related to health and/or social care. Evidence of continued professional development in supporting children and young people with EHCPs and/or individual health care plans. Up-to-date certification in First Aid and Basic Life Support or willingness to renew. Training in administering medication and managing complex medical needs (e.g. tracheostomy, gastrostomy, epilepsy). 	<ul style="list-style-type: none"> Registered Nurse (Child, Learning Disability, or General) Training in managing complex medical needs (e.g. tracheostomy, gastrostomy, epilepsy).
Experience	<ul style="list-style-type: none"> 2 years experience working with children and young people with health needs. 2 years experience working with children and young people with special educational needs. Experience in following individual healthcare plans (IHCPs). Experience in administering medication and maintaining accurate records. Experience in liaising and communicating effectively with parents/carers and a range of external health and social care professionals (e.g., GPs, PHE school nurse, consultants, social workers). Experience of delivering training to other staff. 	<ul style="list-style-type: none"> Previous experience working as a healthcare professional within a school, particularly a special educational needs (SEN) or complex needs setting. Experience in transcribing medications onto Medication Administration Record (MAR) charts and maintaining accurate documentation. Experience contributing to the writing and implementation of policy or standard operating procedures.
Knowledge and skills	<ul style="list-style-type: none"> Displays commitment to the protection and safeguarding of children and young people. Has up to date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people. Knowledge of infection control and health & safety regulations. Ability to assess care needs and implement appropriate care plans. Excellent communication skills, both written and verbal. High level of accuracy and attention to detail in record-keeping and data management (including obtaining written consent). Ability to manage sensitive information with confidentiality and professionalism. Excellent organisational skills to manage stock control (medications, consumables, first aid equipment) and maintain accurate records (e.g., equipment checks, MAR charts, pupil visits). 	<ul style="list-style-type: none"> Training in special educational needs strategies Competence in using specialist medical equipment (e.g. feeding pumps, hoists, gastrostomy and jejunostomy ports) Ability to confidently respond to and manage medical emergencies (e.g., seizures, anaphylaxis, choking) and provide immediate first aid.

PERSON SPECIFICATION

School Medical Administrator

	Essential	Desirable
Personal attributes	<ul style="list-style-type: none"> • Empathetic and child-centred approach to care. • Calm, resilient, and able to work under pressure. • Flexible and adaptable to changing needs and environments. • Committed to promoting inclusion and equality. • Professional and approachable manner. • Ability to work autonomously and manage time effectively under pressure while dealing with competing priorities and emergencies. • Commitment to professional development and adhering strictly to all school policies (supporting pupils with medical conditions, health and safety, confidentiality, data protection, safeguarding and child protection). 	
Pupil support and pastoral care	<ul style="list-style-type: none"> • Person-centred approach to care, promoting the dignity, inclusion, and independence of all pupils. • Ability to provide personal care (toileting, dressing, feeding) and support with challenging behaviour in line with individual plans. 	
Professional values and practice	<p>Must be able to demonstrate the following:</p> <ul style="list-style-type: none"> • High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements • Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration, and demonstrate concern for their development as learners • Demonstrate and promote the positive value, attitudes and behaviour they expect from the pupils with whom they work • Ability to work collaboratively with colleagues, and carry out role effectively, knowing when to seek help and advice • Able to liaise sensitively and effectively with parents and carers, recognising role in pupils learning • Able to improve their own practice through observations, evaluation and discussion with colleagues • To comply with school routines and protocols as written and intended. • To communicate effectively and willingly with all School stakeholders. • To demonstrate awareness of the need to promote and protect the school's profile and reputation • Commitment to continuous professional development. 	

JOB DESCRIPTION

School Medical Administrator

Job Purpose	<p>To promote and maintain the health and well-being of children and young people at Merefield School/Rowan Park School.</p> <p>To take delegated responsibility for assessing care needs and implementing programmes of care for children and young people. This will include:</p> <ul style="list-style-type: none">• Coordinating care planning between health professionals and families.• Following and maintaining individual healthcare plans.• Administering daily medication.• Providing first aid throughout the school.• Contributing to the writing and implementation of policy and standard operating procedures.• Ensuring safe and effective medication practices are in place and adhered to.
Clinical Roles and Responsibilities	<ul style="list-style-type: none">• Attend mandatory, core, and practice-enhancing training.• Provide advice, support and care for pupils with complex medical needs, including but not limited to, tracheostomy, gastrostomy, jejunostomy, central lines, and shunts.• Provide support for staff administering feeds via gastrostomy or jejunostomy ports.• Undertake assessments to compile individual health care plans (IHCPs) for pupils with medical needs, including, but not limited to, asthma, epilepsy, allergies, dietary variances, daily medications, and physical disabilities.• Identify, report, and manage risks.• Maintain appropriate records for the storage, transportation, administration, and disposal of medications.• Transcribe medications onto Medication Administration Record (MAR) charts, with supporting evidence checked for accuracy.• Maintain appropriate records for daily checks on equipment such as refrigerators/cold stores, defibrillators, room temperature, and stocks of consumables and first aid equipment.• Maintain stocks of first aid boxes situated around the school.• Administer medications in line with school policy and procedure.• Use additional equipment required for individuals when administering medications, such as gastrostomy sets, enteral syringes, pumps, etc.• Adhere to infection control policies.• Maintain a safe environment to ensure the safety of staff and pupils when managing and administering medications.• Respond to emergency situations related to a pupil's health and well-being.• Maintain a stock of over-the-counter medicines for administration as and when required, such as paracetamol.
Administration and communication	<ul style="list-style-type: none">• Communicate with parents and carers in the co-production of healthcare plans.• Liaise with parents regarding any pupil sickness or injury or changes in medications.• Organise the administration of medication brought into school, including checking expiry dates, reminding about stock shortages, and managing the return/disposal of stock.• Assist with the general welfare of pupils.• Organise, monitor, and replace school asthma packs as needed, and dispose of out-of-date inhalers.• Provide updated information for class teachers regarding medical needs in their class, ensuring off-site trips proceed safely.• Share care plans with class teams.• Liaise with external agencies regarding medical and health needs in school and arrange any relevant training required, clinics and follow up meetings.• Communicate sensitive information regarding low-level concerns or safeguarding concerns to the Designated Safeguarding Lead (DSL).• Produce and share reports for pupils and other professionals as required e.g. height and weight, blood pressure checks when requested.• Obtain and update written consent for the administration of medication for all pupils.• Record every visit or medication administered for each individual pupil.

Administration and communication continued.	<ul style="list-style-type: none"> Ensure the Designated Safeguarding Lead or Senior Leadership Team member is informed of any serious or non-accidental incident attended. Report any medication administration errors or near misses immediately and seek appropriate medical support. Liaise with the PHE school nurse regularly Risk assess and provide a safety plan for any individuals as required to ensure their safety in school.
General support for pupils	<ul style="list-style-type: none"> Always take a person-centred approach when administering medications or interventions. Establish good working relationships with pupils, acting as a role model. Be aware of and respond appropriately to individual pupil needs, ensuring effective interaction. Promote inclusion and acceptance of all pupils. Promote self-esteem and independence. Provide additional support for individual pupils, enabling them to maintain access to learning; this will include personal care, pastoral support, and using specialist equipment to support pupil mobility. Pastoral Care: Follow individual personal care plans, which includes toileting, dressing/undressing, washing, teeth cleaning, and any other individual pupil/student needs. Pastoral Support: Support individual behaviour plans, social, emotional, and well-being programmes, and any other pupil/student needs, including supporting pupils with challenging behaviour. Specialist Equipment: Use specialist equipment to support pupil mobility/therapy, such as standing frames, side-lyers, walkers, hoists, and any other individual pupil/student needs. Assisted Feeding: Provide support for students/pupils in their eating and drinking plans using specialist equipment such as PEG feeding, pump feeding, and any other specialist equipment needed to support individual students/pupils.
Support for the school	<ul style="list-style-type: none"> Be aware of and comply with school policies and procedures relating to child protection, health, safety, security, confidentiality, and data protection. Report all concerns to the appropriate person (as named in the policy concerned). Be aware of and support differences, ensuring all pupils have equal access to opportunities to learn and develop. Contribute to the school ethos, aims, and development/improvement plan. Appreciate and support the role of other professionals. Attend relevant meetings as required. <p>The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated.</p>

WHY JOIN SOUTHPORT LEARNING TRUST?

Southport Learning Trust is an inspirational multi academy trust that stands at the forefront of educational excellence and community engagement. Southport Learning Trust is one of the largest employers in Southport and surrounding areas thanks to our collaboration of schools which include *Birkdale High, Greenbank High, Meols Cop High, Range High School, Stanley High, Maghull High, Kew Woods Primary, Bedford Primary School and Merefield School*

WATCH VIDEO



Each of our schools are unique beacons of aspiration in their communities, our connectivity as a Trust makes us even stronger.

The trust is the heartbeat of the local community and its network spans over 6,700 pupils and over 800 employees. Southport Learning Trust is built on its four pillars which enables students to have access to the highest quality of education.

**Southport
Learning
Trust**



**Academic
Excellence**

**Professional
Development**

**Inclusive
Education**

**Realising
Aspirations**

Focus directly on school improvement. We are aware of the exceptional practitioners we have in the schools across the Trust. Utilising an Implementation plan focus we will liberate colleagues to prioritise collaboration as a catalyst to sustainable improvement.

Professional Improvement is school improvement. Creating cultures across our family of schools in which professional development is central, will ensure that we are investing in the area that research tells us has the biggest impact on student progress.

Our family of schools are all committed to inclusive education that is ambitious for all. We are driven to remove all barriers for our children and ensure they have equity in access to all areas of our curriculums and wider school life.

Committed to not only raising the aspirations of our students but importantly ensuring those aspirations are realised. Working in true partnership with our communities we will ensure our students are visionary thinkers, ambitious innovators and pioneers of the future.



**EMPOWERING OUR COMMUNITIES TO
POSITIVELY IMPACT THE WORLD**

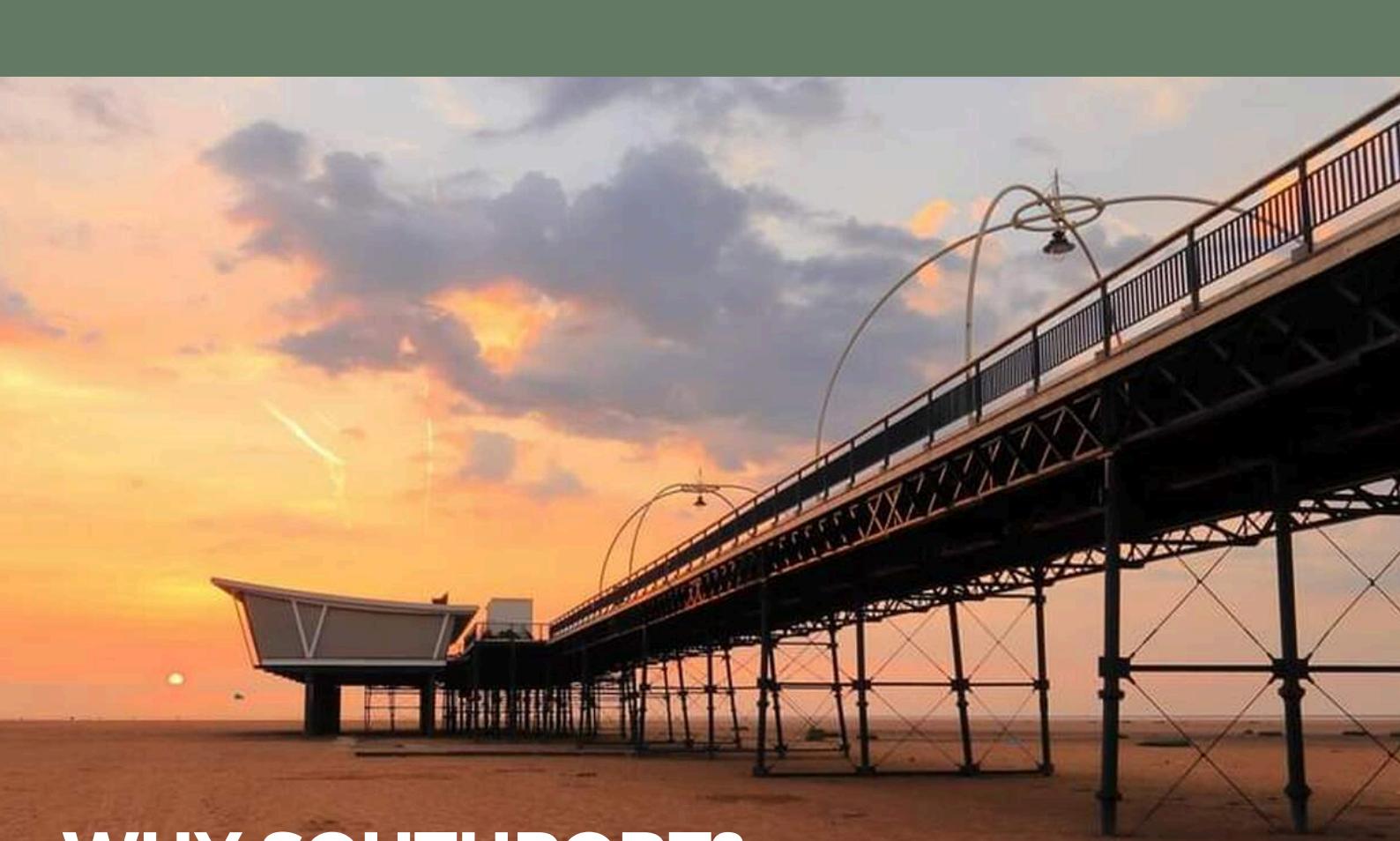


Photo by

WHY SOUTHPORT?

Beautiful coastline: Sandy beaches and long promenade provide plenty of opportunities for relaxation and outdoor activities.

Affordable Property: Compared to larger nearby cities, Southport offers more affordable property prices.

Victorian Architecture: The town boasts a wealth of historic buildings, giving it a unique charm and character.

Green Spaces: Southport is home to a number of beautiful parks and gardens, including the Botanic Gardens and Victoria Park.

Proximity to major cities: easy access to nearby cities such as Liverpool and Manchester, making it convenient for work or more urban entertainment.

Health & Wellbeing: The coastal environment is often associated with a better quality of life, including fresher air, lower stress levels, and opportunities for outdoor fitness activities. The beach, parks, and overall tranquil setting contribute to a healthier lifestyle.

Community: The town has a strong sense of community, with various events and festivals throughout the year, such as the Southport Flower Show and Air Show. It's a family-friendly place with good schools and activities for children.

EMPLOYEE BENEFITS INCLUDE:

Continuous Professional Development and Learning:

At Southport Learning Trust, continuous professional development (CPD) and learning are integral to enhancing a culture of growth and excellence. We will support your career aspirations and support you to thrive in your role.

Generous Pension:

Employees benefit from a generous pension scheme, with Southport Learning Trust offering a competitive contribution, ensuring that staff are well-supported in planning for their retirement. We are part of the Teachers' Pension Scheme for teaching staff and Merseyside Pension Fund for support staff.

Cycle to work scheme:

At Southport Learning Trust, the Cycle to Work Scheme offers employees a fantastic opportunity to promote healthier lifestyles while saving money. Through the scheme, staff can purchase a bike and cycling equipment tax-free, making it more affordable to commute to work sustainably.

Collaborative Working:

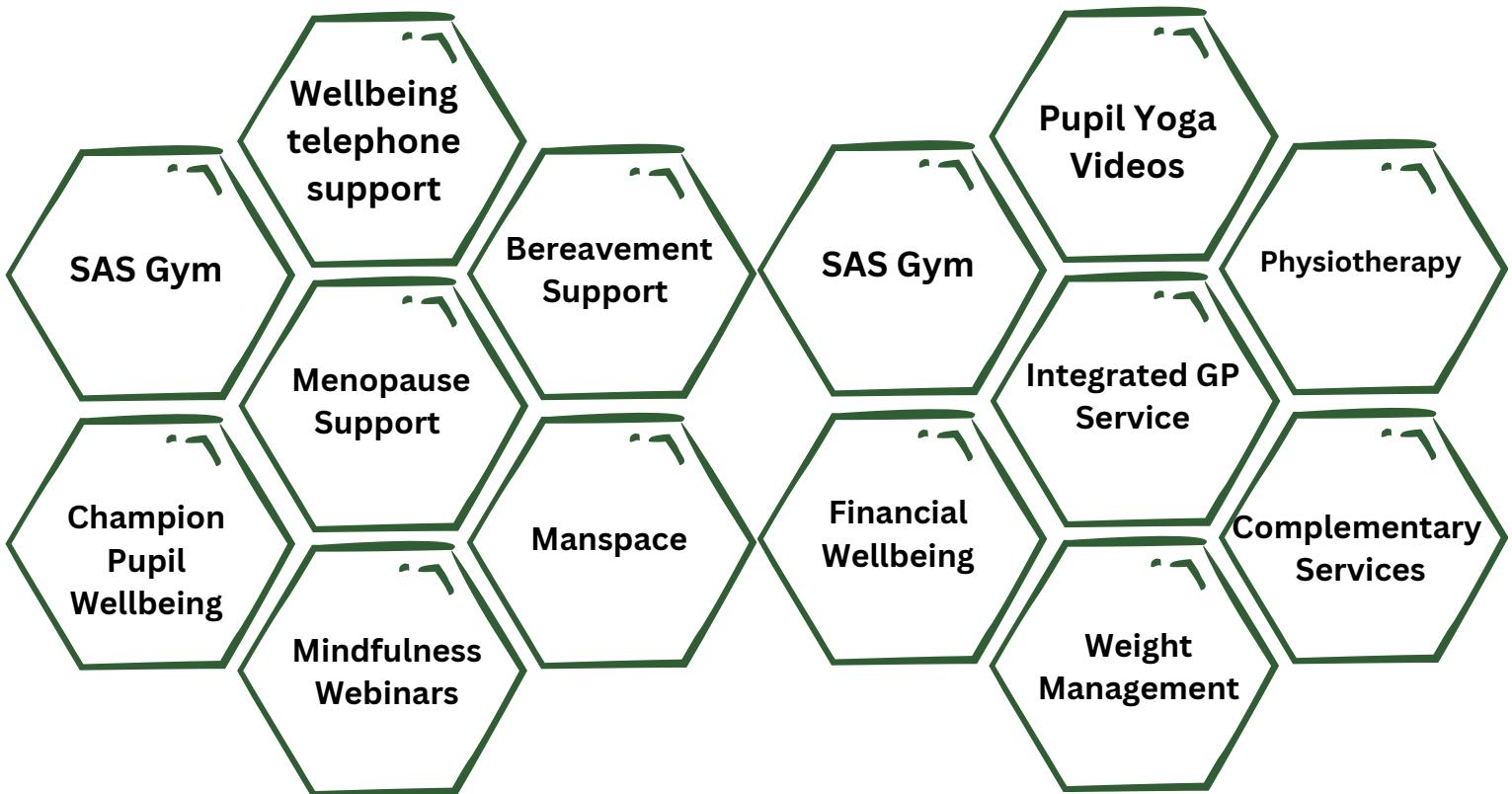
Collaborative working is at the heart of its culture, offering employees the opportunity to thrive in a supportive, team-oriented environment. By working together across schools and departments, staff can share expertise, best practices, and innovative ideas, enhancing both personal and professional development.



School Wellbeing

LEARN MORE

As a trust, we buy in an employee assistance programme 'School Wellbeing' (SAS). This programme gives all employees access to an array of wellbeing support, which includes





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Southport
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